

**NORTH HS PTO**

**INSTRUCTIONS FOR PURCHASES AND DEPOSITS**

**Paying for PTO Purchases:**

1. **Always try to use the tax-exempt letter when shopping**. A tax-exempt letter is available upon request to PTO Board member.
2. Whenever possible, have the vendor bill St Charles North PTO directly, or
3. You may request a check in advance from the treasurer made out to the vendor for the exact amount. A PTO Advance Check Request Form must be completed in its entirety and submitted with delivery instructions and an invoice or cost documentation approximately one week in advance.
4. Pay for the purchase and submit a Reimbursement Form with receipt(s).

**How to be reimbursed or submit bills for payment:**

1. To be personally reimbursed, fill out the PTO Reimbursement/Check Form and attach all receipts and/or documentation.
2. To pay a vendor directly, fill out the PTO Reimbursement/Check Form and attach vendor bill copy.

**Submit bills and reimbursements forms to:**

1. Mail to: Laura Thomas, 5N083 Middlecreek Lane, St. Charles, IL 60175
2. Drop off at school office for the PTO mailbox.
3. Hand it directly to the treasurer at PTO meeting.

**How to turn in money after your event:**

1. Fill out PTO Check and Cash Deposit Form. ***All money collected must be deposited by the Treasurer, do not remove any monies from petty cash or deposit funds for expenses.***
2. Secure all deposits—ideally in an envelope, or you may clip/band them together.
3. Call Laura at (630) 880-8393 or email [lauraRthomas@att.net](mailto:lauraRthomas@att.net) to arrange for a hand-off or to let her know if you wish to leave your deposit in the school office for pick up.

**Need a form?** PTO forms are available online at scnpto.com (under the “Forms” tab).

**Please contact Laura Thomas if you have any questions or to inform her of any mailbox items at North HS:** [**lauraRthomas@att.net**](mailto:lauraRthomas@att.net)