

# Mooresville Christian Academy PTF

## Instructions from Treasurer

### Funding/Reimbursements

Using the "Request for Funds/Reimbursement" Form you can be reimbursed for what you spend as long as you attach your receipts. The completed form should be put in the PTF mail box (located in the school office) or given to the Treasurer. **Reimbursement checks will be issued on Fridays** and returned in the teacher or staff mail boxes, mailed or other arrangements can be made by contacting the Treasurer.

If the vendor gives you an invoice or a bill, they can be paid directly from the PTF. You must complete the "Request for Funds/Reimbursement" Form and attach the Invoice/Bill. Completed forms should be given to the Treasurer (PTF mail box located in school office). The Treasurer will mail payments directly to the vendor or if you need the check to give the vendor when goods are received, indicated on the form method check is to be sent or contact the Treasurer to make other arrangements. **Checks will be issued on Fridays**

### Collecting Money

All money collected must be deposited with the PTF Treasurer. Deposits must be counted and given to the Treasurer with the completed Form "Request for Deposit of Funds". This form allows for easy verification of your deposit by the Treasurer.

The Treasurer should be contacted prior to the event you are running in order to agree on when deposits will be made. You can make one deposit at the end of your event or you can make multiple deposits if the length of time of the activity and/or the amount of money being collected warrant. You should not hold money for more than one week.

Checks should always be made payable to "**MCA School PTF**". This needs to be stated in all flyers you create to advertise your activity.

### Cash Advances

If you require cash to have available for making change at your event you must contact the Treasurer at least one week prior to your event. You will be mailed a check (made out in your name) which you can use to get cash in the denominations you need. A "Request for Funds/Reimbursement" Form must be completed and given to the Treasurer in order to receive a check.

All Forms are available in the PTF Mailbox (MCA School Office) or  
<http://www.mooresvillechristian.org>.

**All requests for funds/reimbursements will be processed on Fridays.**