**Royle Elementary School PTO**

**Finance Guidelines**

*Effective July 2022*

1. **Pay4School Set-up Requests**
	1. Notify the Assistant Treasurer at least 3 days in advance of when you need the event/listing posted on pay4schoolstuff.com
	2. In your email request, please include:
		1. Name of Event
		2. Start and end date you want event open in pay4school
		3. Date of Event
		4. Price of Event – Note: pay4school charges a 2.99% fee for card transactions
		5. Indicate maximum number of attendees, if applicable
		6. Comment field, if applicable
		7. For reports during time event is open in pay4school please allow 24 hours if you want reports run
2. **Expenses / Expense Reimbursement**
	1. Co-Chair, Treasurer or Assistant Treasurer must sign any multi-year contract and approve all others prior to signing
	2. Any expenses over $500 or in excess of your budget require pre-approval by Co-Chair, Treasurer or Assistant Treasurer
	3. All expenses should be submitted with applicable receipts and a check reimbursement form (available on the PTO website) within 30 days of payment in order to be processed timely
3. **Event Preparation**
	1. Email the Treasurer and Assistant Treasurer to request any of the following:
		1. Cash Box
		2. Petty Cash
		3. Square Readers (for credit card transactions)
4. **Post-Event Procedures**
	1. Record all sales and walk-ins from event
	2. Collect all cash and checks and log them in the deposit form
	3. Submit the deposit form, along with the cash / checks collected, to the Assistant Treasurer within 7 days of the event