



PETER KIRK PTSA
REIMBURSEMENT/CHECK PROCESS
2017-2018

1. Pick up a Treasurer Request Form from the PTSA shelf in the storage room.

*Forms are in a small plastic drawer labeled "Treasurer Request Forms".

2. Fill out the form, completing all of the un-shaded boxes.

*The form **MUST** list a budget line item that exists in the budget, and **MUST** be signed by the board member who oversees that line item.

*You can refer to the budget, which is available on the PTSA website (www.peterkirkptsa.org), to find the correct line item and to determine who the correct board member is, or log into Money Minder:

Logging into Money Minder

1. <http://www.nonprofitcentral.biz/>
2. Username = board@peterkirkptsa.org and password '4thekids'

To Look at the Budget

1. Click on "Performance Reports"
2. Click on "Budget Report"
3. Hit "Run Report"

To look at Transactions for a specific category, i.e. Carnival or School Play

1. Click on "Transaction Reports"
2. Click on "All Transactions for a Specific Category"
3. Use the drop down box to find your category, and then hit "Run Report".

3. Attach all original receipts.

*Check requests cannot be processed without a receipt.

4. Put the completed Treasurer Request Form and related receipts in Elysia Heller's PTSA mailbox.

5. Checks will be processed within two weeks of receipt of a fully complete Treasurer Request Form.

*Incomplete forms will delay the process.

*Your check will be delivered via the method you selected on the Treasurer Request form.

*If you select 'Hand Delivery', you will receive an email letting you know when your check is ready; you will be able to find the check in the 'Check Pickup' mailbox on the PTSA shelf in the storage room.

Please let us know if you have any questions:

* Elysia Heller and Tom Schauer *

TREASURER@PETERKIRKPTSA.ORG