

RIVER OAKS ELEMENTARY PTO POLICIES AND PROCEDURES

Communication Policies:

1. All **written materials** to be distributed school-wide or grade-wide on behalf of the PTO, including forms, fliers, and invitations, require the approval of the President or First Vice President prior to being distributed. This excludes communications from Grade Reps to Room Parents and from Room Parents to Class Parents.
2. Any **solicitation of donations** must first be run by VP-Community Development to ensure no duplication of efforts.
3. All **contracts** entered into on behalf of the PTO must be signed by the President or First Vice President, unless he or she has expressly given authority otherwise.
4. Final **authority of interpretation** of PTO policies and procedures lie with the President or First Vice President.

Finance and Reimbursement Policies:

1. **In order to be reimbursed for PTO expenses, original receipts or printout of electronic receipts MUST be provided along with the check request form.** All documentation MUST be placed in the PTO Finance mailbox at the ROE school front office AND scanned or photographed and emailed to treasurer@riveroakspto.org. The check request form is available on the website (www.roepto.org), in the PTO Finance mailbox, or from the PTO Treasurers.
2. **Sales tax will not be reimbursed** if the vendor used is known to accept the sales tax exemption form. Be sure to have the Sales Tax Exemption form on hand (or a picture on your phone) when purchasing goods and let the cashier know you have a tax ID number before checkout. The Sales Tax Exemption form is available on the ROE PTO website (www.roepto.org), in the PTO Finance mailbox, or from the PTO Treasurers.
3. **Reimbursement expenses are expected to be submitted to the PTO Finance Team within 30 days of an event.** Further, it is important that receipts relating to the current fiscal year are submitted and reimbursed within the same fiscal year (fiscal year is July 1 to June 30). If additional time is needed, send an email to treasurer@riveroakspto.org.

4. Reimbursement expenses submitted **after 120 days of the date of the event or the date of the invoice**, whichever is later, will NOT be considered for reimbursement and NO payments will be made after that deadline.
5. All reimbursement forms from **ROE employees** must be approved and signed by the school principal prior to submission to be considered for payment.
6. For all **PTO events** (i.e.: Auction, Book Fair, Carnival, Fun Run, Parent Teacher Party, etc.), a completed **financial report** should be submitted to the PTO President and Treasurers within two weeks of the event that includes all revenues, expenses, and the amount of any donations made by individuals or companies. Also, see more detailed event instructions in the “ABCs of Planning ROE PTO Events” document.
7. If you make a **deposit** directly to the bank, write your name and the nature of the deposit on the deposit slip (i.e.: Book Fair sales, Carnival ticket sales, etc.).
8. If you have a line item on the PTO budget, it is your responsibility to check that line item at the PTO Board meeting finance review and let the Finance team know if you see a discrepancy.