

Treasurer Training

Friendswood High School PTO



Buying Stuff!

You need to make a purchase on behalf of the PTO for a social, luncheon, raffle, etc. How do you do that?

- Get the Texas Sales and Use Tax Exemption Certificate. (All forms are available on FHS PTO website under PTO tab and “Forms.” They can also be emailed to you from the Treasurer.) Take this form with you when making a purchase. Some stores require you to take this form to the customer service area before making a purchase; others allow you to hand the form to the cashier when making the purchase. Check with the manager/customer service ahead of time to save yourself a headache!

Buying Stuff Continued!

- Why do I have to go through this trouble? Because the PTO **will not** and **can not** reimburse you for taxes paid!
- Once the purchase is made, fill out the “Expense Form” available on the website, staple the receipt to it, and turn it in at our mailbox. The PTO mailbox is located in the mailroom of the school. Or bring to the waterproof box at the Treasurer’s house. Message for address.
- Email the Treasurer that you have turned this in if you’d like a timely reimbursement. The mailbox at FHS is not checked daily!
 - FHS PTO: FHSPTOTreasurer@yahoo.com

More about purchasing:

- There is a debit card for large purchases. This card is controlled by the Treasurer and President only. We will happily make the purchase for you if the amount is too large to deal with reimbursement.

Vendor Purchases

Made a purchase from a vendor (examples: t-shirt vendor like Kablam or Inked Designs, catering vendor for a food purchase like McAlisters, DJ for a social, etc.) and wondering how we pay them? As the committee chair, you will sign the contract if one is needed. When the vendor sends the invoice, fill out the “Expense Form” (on website), attach the invoice, and either email or leave the invoice in our mailbox (or the waterproof box on the Treasurer’s porch). Again, send an email to the Treasurer that the invoice has been left in the box at FHS.

Cash Box Procedures

Need a cash box for a Spirit Store or Social or any event?

- Give the Treasurer a week's notice that the box is needed. Yes, a **week!** A visit to the bank will be necessary and PayPal readers will need to be charged.
- "PayPal Here" app needs to be downloaded to use PayPal. Treasurer will supply passwords. Please download this app at home!
- Arrange with the Treasurer on how to pick up the box. Most likely the Treasurer will bring it to you and help with the event.
- After the event, at least 2 people will need to count the money in the box and a Deposit Form will be filled out. This form will already be in the cash box ready for you. The form, money, and box will be returned to the Treasurer for deposit.

Treasurer Info

- Friendswood High School PTO:
 - Olivia “Libby” Sims
 - Email: FHSPTOTreasurer@yahoo.com

- Have a question? Please ask!

