

Sabetha PTO

Policy: Distribution of Funds

A General PTO meeting will be held in August to approve the Expense Budget for the Fiscal Year. Any additional expenditures must be approved by a majority vote of the Executive Board.

Money raised by the organization shall be spent the following fiscal year, unless approved by a majority vote of the Executive Board.

The Sabetha PTO shall not be liable for any non-budgeted monetary expenditure of \$100 or more without submission of such expenditures to the Executive Board for prior approval.

The Sabetha PTO shall not be liable for any non-budgeted monetary expenditures of less than \$100 without prior written approval of the PTO President and two additional Executive Board members.

In order for PTO funds to be disbursed, a Funds Authorization request must be completed. All Funds Authorization forms must be submitted with receipts or appropriate order paperwork.

Sabetha PTO checks must be signed by the President and Treasurer.

Any commitment of funds that does not follow these policies is the personal responsibility of the initiator.