

Sabetha PTO

Policy: Funds Received

The Chair of each PTO Program or Committee shall work with the Treasurer and other officers to plan for the handling of all funds in approved manner.

All PTO funds must be counted with two people present, each initialing the Summary of Funds Received form.

Seal the funds acquired along with the Summary of Funds Received form in an envelope.

The Treasurer will make all deposits unless specifically planned otherwise.

Funds shall be deposited same day acquired. If not possible, funds will be secured by the Treasurer until a deposit can be made.