

Deposit Instruction

If you are working on a project where money is collected, you will need to complete a Deposit Form before handing the funds to the PTO Treasurer.

1. Print the Deposit Form from the PTO website under Forms: hzepto.org
2. As you count the money and checks, fill in the form.
3. **Call, text, or email the PTO Treasurer** to arrange a time to give the completed form and money to the Treasurer. Do NOT leave the money with office staff or anyone else unless the Treasurer agrees to it.

2015-16 Treasurer:
Christie Steinbock
cmsteinbock@yahoo.com
515-512-3236

Reimbursement

If you purchase items for PTO, you will need to fill out a Check Request form to receive reimbursement. Make sure to include all receipts or invoices for items.

1. Print the Check Request form from the PTO website under Forms: hzepto.org
2. Fill out the form.
3. Attach receipts or invoices.
4. **Call, text, or email the PTO Treasurer** to arrange a time to give the completed form to the Treasurer. See above for PTO Treasurer contact info.
5. The Treasurer will review the documents and get you a check as soon as possible.

Cash Box Request

If you are running an event where cash is needed (BINGO, Book Fair, etc.)

1. Print the Cash Box Request form from the PTO website under Forms: hzepto.org
2. Fill out the form.
3. **Call, text, or email the PTO Treasurer** to arrange a time to give the completed form to the Treasurer. See above for PTO Treasurer contact info.