



## Kensington Elementary PTO Event/Project Financial Process

Thank you for volunteering your time to chair and/or assist with a Kensington Elementary PTO event or project. There are a few processes in place that will make your financial transactions easier for all involved. All forms are located on our website at <http://www.myvlink.org/kensingtonpto>

### **Step 1:**

After you've determined the event or project you will lead or participate in, you will need to establish a budget. This budget will need to be submitted to your PTO representative who is assisting you. Your PTO representative will present your budget to the executive board for approval. Please use the "event-cost" excel spreadsheet.

### **Step 2:**

Once your budget has been approved you will more than likely need to buy supplies. There are several options for you to use so you can get these items paid for:

- a.) Pay for the item(s) up front and request reimbursement via the "reimbursement-request" form
- b.) Submit a bill to the PTO treasurer by completing a "check request form"
- c.) Request PTO treasurer or President order specific items on-line via PTO debit card (ensure to cc your PTO rep) ([treasurerkensingtonpto@gmail.com](mailto:treasurerkensingtonpto@gmail.com)) or ([kensingtonpto@gmail.com](mailto:kensingtonpto@gmail.com))
- d.) Coordinate with the PTO treasurer or President to meet you at a store to pay for the item(s) with the PTO debit card

### **Step 3.)**

If your event will need a cash box, complete & submit "cash-box-request" *at least 1 week prior* to the date you will need the cash box(es). The PTO treasurer will ensure you have the cash box(es) on the day of the event.

### **Step 4.)**

The day that your event/project is finished (or at the end of each day if your event is multiple days) you will need to complete a deposit notice (MANDATORY: 2 PEOPLE MUST COUNT THE MONEY TOGETHER – NO EXCEPTIONS). If you are only submitting for one event/project, please complete "deposit-notice". If you are submitting for more than one event/project please submit "split deposit form".

### **Step 5.)**

After you event, please submit the original "event-cost" spreadsheet with your "actual" numbers included to your PTO representative. This information will help the PTO in planning future events and budgeting.

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Kensington PTO has several reward accounts. If you are using and/or purchasing from the following stores please use the PTO reward account so that we may earn money for the PTO.

**Staples:** 368 882 9344

**Amazon Smile:** If ordering from amazon please buy via amazonsmile & ensure the account is linked to Kensington PTO

**Harris Teeter** – Please ensure your VIC card is linked to Kensington PTO

**Publix:** Please use Kensington PTO's Publix Partner card. If you do not have one, please pick one up at the front office or ask a PTO board member know and we will get you a card.

**If you have any questions, please do not hesitate to ask your PTO representative or the PTO treasurer. Again, thank you for volunteering your time to support the Kensington Elementary PTO!**