

**Salt Creek PTO**  
**Treasurer's Guidelines**  
**Cindee Martorano, Treasurer**  
**930 Lonsdale Rd ,EGV, IL 60007**  
**Home: (847) 952-0258**

**To Deposit Money:**

1. Make sure ALL checks are made out to “**Salt Creek PTO**” and are **signed and dated in ink.**
2. Complete the PTO Funds Deposit/Withdrawal Form and submit with the money. The form can be found in your folder, in the Treasurer's Mailbox or online on the PTO website.
3. Do not hold PTO funds more than 2 days of the activity or event completion.

**To Withdraw Money:**

1. **Remove the Tax Exemption letter from this packet and be sure to carry it with you. The PTO is a Tax Exempt organization and does NOT reimburse for sales tax.**
2. Submit your receipts and or vouchers with the completed PTO Funds Deposit/Withdrawal Form. Send to my attention through the backpack or deliver to my home. Address is listed above. Please do not leave cash deposits in Treasurer's mailbox.
3. Funds may be paid directly to the vendor/provider for the service/item or to the PTO member who made the purchase.

**Left Over PTO Merchandise:**

Left over merchandise such as food or supplies should be returned for a refund or purchased at cost. Do not use PTO merchandise in exchange for additional purchases. No PTO purchased items should be personally used until the PTO is paid back in full for those items. Report any food or supplies to the Ways & Means Chairperson that cannot be returned.

**Sam's Club, Wal-Mart, Hobby Lobby, Office Depot, Office Max, and Staples Tax Exempt Cards**

These stores require a Tax Exemption ID card be presented when making PTO purchases. Please contact the Treasurer to obtain the card. Purchases must be made with a PTO check when using the card. Please return the card and all receipts as soon as possible.