



# Operating Guidelines

To be presented and approved yearly at the September general PTC meeting

1. Debit/credit cards will not be issued to the PTC as per guidelines from the district
2. With the exception of the PTC president, the treasurer and at least one other officer should be signers on the bank account.
3. The PTC treasurer will write all checks unless
  - the check “payee” is the treasurer
  - the treasurer is unavailable
4. The PTC president will
  - Review all incoming bank statements
  - Initial the original statement
  - Forward the bank statement to the treasurer in a timely manner
5. All checks written over \$300 will require two signatures.
6. Any check written out to cash will require two signatures
7. Unverified cash over \$300 will not be taken home. Any cash not counted will remain in a locked cabinet at the school.
8. Cash deposits greater than \$300 will be counted, verified, and initialed by two individuals before being counted, verified, and deposited by the treasurer
9. A valid receipt and appropriate paperwork must be submitted before the treasurer can issue a check to an individual or to a business.
10. As per state law, cumulative yearly gross proceeds from raffle events cannot exceed the Oregon tax cap.
11. Non-budgeted expenditures over \$300 must be approved by a consensus of attending members at a club meeting.