

**To:** Executive Committee  
Executive Board  
Committee Chairs  
All PTA Members

**From:** Sue Holtman

**Subject:** Financial Guideline Procedures

**Date:** September 1, 2008

Attached to this email is a file with the forms you may need during the school year while working on various events. Additional copies are located in the mail slot marked "Treasurer" in the PTA room. You can also find these forms on the Noxon Road PTA website under the link: "**Committee Forms**" which is located at the top right part of the page. Please make sure that the people who are working for you on a committee know to use these forms when submitting expenses.

I also want to remind everyone that we do have a **TAX EXEMPT FORM** that has our Tax-Exempt ID number that you can contact me for if you are purchasing items for a **PTA sponsored event**. (I will also leave a form in the PTA room that you can copy for your committee volunteers). Please make sure that everyone on your committee is aware of this **form/tax exempt number** as future expenses submitted will not include reimbursement for taxes. It is important that all committee chairs convey these guidelines to the individuals who may be assisting you and that the committee chairs maintain financial responsibility for your committee. All expenses should be approved by the committee chairpeople and then submitted to me via back pack mail by way of **Brian Holtman c/o Mrs. LaColla**.

Thank you for your cooperation and feel free to contact me at [holt30@aol.com](mailto:holt30@aol.com) or 227-3202 should you have any questions.

Regards,

Sue Holtman