

Dear O.Henry Community,

I am your PTA Treasurer this year and along with Treasurer Elect, Emily Mika, we are working to make sure we have all the \$\$ Money \$\$ needs ready for you. We have put together a list of Frequently Asked Questions & Answers that we hope will help you when needing money, spending PTA funds, requesting reimbursements and more. Please provide these to your committee members so we can best assist everyone involved.

If you need further information, feel free to call or email me anytime & I'll do what I can to help!

Treasury FAQs:

Q: What is the budget for my event or committee?

A: Please contact Treasurer Laura Ihrig for information about the budget and related guidelines for your project.

Q: I need to purchase items. Should I pay for these out of pocket or can you buy these items for me?

A: You can pay for items and be reimbursed via check from the PTA or you can request that we purchase for you via check or with the PTA Debit Card. Simply complete the form (found on the OHMS PTA website under PTA forms), get the proper signatures as outlined and place into the Treasurer's folder at school or scan in and email to me directly.

Here is the link to the form: http://ohenrypta.org/wp-content/uploads/2018/08/2018_OHMS_Parent_Volunteer_Reimbursement.pdf

**It is important to note that we are unable to reimburse or pay for sales tax (see the next question below).

Q: How can I avoid my vendor from charging tax?

A: As a PTA, we are not required to pay sales tax, therefore we cannot reimburse for sales tax. Simply fill out and provide the Texas Sales & Use Tax Exempt Form to your vendor and they should not charge tax. This form is also on the OHMS website and can be found at this link: <http://ohenrypta.org/wp-content/uploads/2018/08/Sales-and-Use-Tax-exempt-form-OHMS.pdf>

**Please note that if you pay sales tax, you will not be reimbursed sales tax. We are doing our best to follow all Texas PTA guidelines. Thank you for understanding.

Q: How long will it take for you to reimburse me?

A: Generally speaking, we will be cutting checks twice a month, the 15th and 30th. Around the time of Round-Up and the Golf Tournament, we will cut checks weekly, however it is important to note that we need a 2-3 day lead time to turn around payments. What does this mean for you? Once you turn in the completed form (above), please give us 2 to 3 business days to get back to you. Need a faster- turnaround for a check? - Email or call Laura Ihrig and she will do what she can to help you!

Q: I need a cash box. What do I do?

A: We can get you cash and a cash box if you need to sell tickets, shirts or other items at a school event. Contact Treasurer Laura Ihrig for a request form and send back to us so we can accurately track.

We are looking forward to a great year ahead. Thank you for all you do for O.Henry!

Go Mustangs!

Sincerely,
Laura Ihrig
OHMS PTA Treasurer
lauraihrig@icloud.com
512-968-4739