

**Treasury FAQs:**

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

A: Please contact Treasurer Emily Milka [ohms.pta.treasurer@gmail.com](mailto:ohms.pta.treasurer@gmail.com) 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: Yes, you may pay for items and be reimbursed via check from the PTA or you can request a disbursement to the vendor and we will cut a check after approval from the Chair of the committee. To do this, please complete the form found on the OHMS PTA website under PTA forms. It is the same form for a reimbursement or a disbursement. It can be sent electronically first to the chair of your committee for a signature and then to me at [ohms.pta.treasurer@gmail.com](mailto:ohms.pta.treasurer@gmail.com) Please attach all receipts and/or invoices. If you do not have a scanner, you may take a picture of the receipts/invoices and attach it to the email. If you prefer to fill out a paper version, the forms are located in the front office in the PTA box, "Reimbursement Form" file folder.

\*\*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 PTA website and in the PTA box, "Tax Exempt Form" file folder.

\*\*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. Please contact Emily with any urgent check requests.

***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 Emily Mika for a request form and send back to us so we can accurately track.

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