

OHMS PTA Treasury FAQs

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

A: Please contact the Treasurer for information about the budget and related guidelines for your project. (See Treasurer contact information below)

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

A: In most cases you will pay for items yourself and be reimbursed via check from the PTA. For big ticket items, you can request disbursement directly to the vendor and we will cut a check after approval from the Chair of the committee. To do either of these, please complete the Reimbursement/Disbursement form found on the OHMS PTA website under PTA Forms. It can be sent electronically first to the Chair of your committee for a signature and then to ohms.pta.treasurer@gmail.com. Hard copies may be submitted to the Treasurer folder in the PTA file box in the O Henry front office. 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.

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

Q: How can I avoid my vendor from charging sales 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 Sales and Use Tax Exempt Form to your vendor and they should not charge tax. This form is on the OHMS PTA website under PTA Forms.

***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 aim to cut checks weekly. Please contact the Treasurer with any urgent check requests.

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

A: We can get you a cash box and start-up cash to use for making change if you need to sell tickets, merchandise or other items at a school event. Contact the Treasurer to get the process started.

Questions? Contact the Treasurer at ohms.pta.treasurer@gmail.com