

2019-2020

PTO Purchase Process

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We will continue going paperless and utilizing online forms for submission of requests for the 2019 - 2020 School year. Our hope is to streamline the process and make it easier to receive what is needed in the classrooms in a timely manner.

This information will be posted on our website <https://serenehillspato.org/home/forms/> alongside the applicable forms.

PTO Paid Subscriptions

We are attempting to consolidate subscription requests into a rhythm that works best for students and teachers and allows students continued use of subscriptions over the summer. We would like to move towards having all subscriptions be renewed annually in the September timeframe.

The **team leader** must submit any subscriptions requests for the grade level or special by August 1. All subscriptions will be reviewed and approved by SHE Administration and the SHE PTO Board. If the request for a subscription is approved, the team leader will be contacted by SHE Administration with information about how to proceed.

Submissions for subscription requests can be made at <https://goo.gl/forms/ZluV3OkfSnNGcURM2>.

Key Dates

August 1 – Submission for all subscription requests in order to be considered for the upcoming school year.

PTO Classroom Grade Level & Specials Budgets

For this coming year, each grade level and special has been allocated a PTO budget. Requests against these budget line items must be submitted by the team-leader and will be approved by SHE Administration and the SHE PTO Board. The budgets also have expiration dates and are not to be exceeded without permission.

The team leader has three options for spending this budget as follows. Reminder that SHE PTO is tax exempt and no taxes can be reimbursed.

- 1) Make a request for a purchase to be made using a SHE PTO debit card
- 2) Make a request for a SHE check to be paid to a vendor
- 3) Make purchases against a personal card and request reimbursement via check
 - a. There is not a 100% guarantee that your submission will be approved by SHE Administration and the SHE PTO. If your request is not approved, you will not be reimbursed.

The request for payment can be made at <https://goo.gl/forms/J9g3xF0qiBnQTikC3>.

Key Dates

October 1 - At least, ½ of the available classroom / special budget is to be spent by October 1.

February 1 – The remainder of the classroom / special budget is to be spent by February 1.

If the budget is not spent by these dates, it will be repurposed and no longer available.

PTO Wishlist Requests

There is also still an opportunity for larger wishlist items to be reviewed and potentially granted. These items may be submitted through February 1 for consideration in the 2019-2020 school year. These will be reviewed by SHE Administration and coordinated with SHE PTO. If a wishlist request is granted, you will be contacted by SHE Administration with information about how to proceed.

Submissions for wishlist requests can be made at <https://goo.gl/forms/ZluV3OkfSnNGcURM2> .

Key Dates

February 1 – No other wish list submissions will be considered past this date.