

## **ZAHS PTO Spending Guidelines**

**2012-2013**

The expenditures of all funds must be approved by a majority vote of the members present at an Executive Board, General Membership or Special Meeting.

The following categories and amounts can be authorized without a vote of the majority of members if the approval of both the ZAHS PTO President and Vice President are obtained.

- 1) **Reimbursements** for supplies bought for:
  - a. PTO fundraisers up to \$100 per event.
  - b. PTO sponsored events up to \$75 per event (beginning of the year Faculty/Staff Welcome Back Breakfast, Monthly Faculty/Staff Potlucks by the Hospitality Committee)
  - c. "Go Trojans" Spirit gifts (Gatorade, Trail Mix, single flower) for school sanctioned teams and clubs at beginning of season up to \$75
- 2) **Requests:**
  - a. Teacher requests for classroom related materials up to \$75 (once a year)
  - b. Club/Team/School Organization requests up to \$75 (once a year)
    - i. Decorations
    - ii. Equipment
- 3) **Far East Entrance Fees up to \$175 per school sanctioned team/club/organization.**
- 4) **Yearly Expenses:**
  - a. Student Planners
  - b. Fidelity Bond
  - c. Insurance
  - d. Audits
- 5) **Miscellaneous Operating Expenses up to \$30:**
  - a. Thank you cards and favors
  - b. Checks
  - c. Copies
  - d. Cleaning supplies

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Cami Smith, President

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Tawni Gunn, Treasurer