

Hi All;

I'm the PFC Treasurer for the 08/09 school year and I look forward to working with all of you. My job is to pay the bills and reimburse you for your committee expenditures. Vicki Fraser, PFC Financial Secretary, will be handling all deposits.

You will need to use a Disbursement Voucher (see attached) to be reimbursed for you expenses. A Deposit Form is also attached. Both forms are also available on the PFC website.

Please follow these guidelines when submitting Disbursement Vouchers:

- Submit completed and **signed** Disbursement Vouchers with **original** receipts to me. You can either leave your form and receipts in the PFC mail slot at school (I check that every Friday) or mail your request to: **Kathy Frattini, 3666 Perada Drive, Walnut Creek, CA 94598**
- Receipts can be dated no earlier than August 1, 2008.
- Specify to whom the disbursement check should be written.
- Pool receipts for smaller purchases (totaling at least \$50.00 if possible).
- Please cash all checks promptly.
- Turn in all receipts by June 1, 2009, as I plan to close all PFC accounts at that time (except Baccalaureate and other year-end Committees).
- **Do not use PFC funds to purchase gifts or gift certificates for anyone.**
- **Do not go over your budget amount – I cannot reimburse you for amounts over your budget.**
- Make a copy of all Deposit Forms and Disbursement Vouchers that you turn in so that you have a record of your Committee's transactions.
- Check the budget distributed at the monthly PFC meetings to make sure that there are no discrepancies in your Committee's line item. If a discrepancy occurs, please bring it to my attention as soon as possible.

Please give all deposits to the Financial Secretary, Vicki Fraser. Vicki will verify the amount, make the deposit at the bank and give the deposit slip to me to credit your Committee's account.

If you have any questions, please send me an e-mail at kfrattini@sbcglobal.net (this is the best way to get in touch – I check e-mails at least once a day) or give me a call at 938-8740 (I'm not great at returning phone calls – with teenagers I don't always get the message).

Kathy Frattini