

# DPA TREASURY PROTOCOL for ALL DPA Volunteers!

**Thank you** for paying attention to this protocol when purchasing items, contracting with vendors, and/or accounting for money spent. This protocol was set by the Dawson School business office and allows for:

- Consistent and Timely Accounting
- To ensure the Dawson School Insurance policy covers ALL DPA events and initiatives
- To ensure we do not pay sales taxes unnecessarily

## **Contracting with VENDORS (rentals/contracts/invoices) for a DPA event or initiative:**

- Decide on a vendor, agree on the terms of service and price for service, get an invoice
- Fill out a **Reimbursement Form** (you can find this on the DPA Website under “financial forms” [www.dawsonpa.org](http://www.dawsonpa.org))
- Attach the vendor invoice to the form
- Get the form and invoice to the DPA Treasurer (drop in DPA mailbox in Henderson Hall OR scan and email form and receipts to [dpatreasury@dawsonschool.org](mailto:dpatreasury@dawsonschool.org))
- In a timely manner, the DPA Treasurer will **get the invoice approved** by the Dawson Business Office and pay the vendor’s invoice.

*\*\*\*Please do not put a contract in your name or on your personal credit card, instead, please put everything in the Dawson School’s name so that our dealings with each and every vendor for an event or initiative can fall under the Dawson School’s insurance policy coverage.*

## **PURCHASES for a DPA event or initiative:**

- Go to the Dawson Business office (located in Henderson Hall to the right of Kathy Butler’s desk)
- Ask Barb Ogg for the **Dawson Costco Card or Dawson Credit Card**
- Pay for all the items you need with this Dawson Costco Card in order that we will not be charged any unnecessary sales tax for a purchase.
- Upon returning the Costco Card, please fill out the **DPA Costco Form** (you can find this form on the DPA Website under “financial forms” [www.dawsonpa.org](http://www.dawsonpa.org)), **attach receipts** and give form with receipts to Barb Ogg directly.

## **REIMBURSEMENTS:**

- Fill out a **Reimbursement Form** to get reimbursed or obtain CASH for your event needs (you can find this form on the DPA Website under “financial forms” [www.dawsonpa.org](http://www.dawsonpa.org))
- Attach **ALL receipts** to your Check Request/Reimbursement Form
- Drop off the form and receipts to the DPA Treasurer (via DPA mailbox or scan and email form and receipts to [dpatreasury@dawsonschool.org](mailto:dpatreasury@dawsonschool.org))

## **DEPOSITS:**

- Fill out a **Deposit Report Form** (you can find this form on the DPA Website under “financial forms” [www.dawsonpa.org](http://www.dawsonpa.org))
- When doing an actual bank deposit (a physical deposit), please sign the bank deposit slip or indicate the Committee on the bank deposit slip and attach this to the Deposit Report Form, that way we know what Committee to connect the deposit to for accounting purposes.

## **TEACHER GIFT PROTOCOL:**

- No cash gifts, gift cards are okay
- No single family’s gift should be valued over \$50
- Pooled gifts may be valued up to \$250, e.g. a class or team goes in together on a gift
- *Reminder: A nice note from a student or parent is valued as highly as any gift!*

## **INVENTORY recording:**

- Please send an email to the DPA President ([dpapresident@dawsonschool.org](mailto:dpapresident@dawsonschool.org)) with a list of **reusable items** you bought for an event or initiative. The items will then be added to the Inventory List on the DPA website.
- **Non-perishable items** will be stored in the DPA storage room (currently in the 7/8 building), **perishables** will be given to Sage Dining in the Henderson dining hall to be put in the deep freeze and used for other events/initiatives.



**DAWSON PARENT ASSOCIATION**  
***COSTCO & Credit Card* FORM**

DATE of Dawson Costco or Credit Card use: \_\_\_\_\_

COMMITTEE or EVENT Name: \_\_\_\_\_

VOLUNTEER's Name: \_\_\_\_\_

**\*\*PLEASE ATTACH RECEIPT(S) AND/OR WRITE A DESCRIPTION OF PURCHASES BELOW:**

Amount		Description

TOTAL RECEIPT AMOUNT = \_\_\_\_\_

***FINAL STEP: When you return the Card, attach receipts to this form and give to Barb Ogg in the Dawson Business Office by Kathy Butler's desk in Henderson Hall.***

**THANK YOU for all your time and energy!! Your efforts make the Dawson experience an extraordinary one!**

**DAWSON PARENT ASSOCIATION**  
***DEPOSIT* FORM**

DATE of Deposit: \_\_\_\_\_

COMMITTEE or EVENT Name: \_\_\_\_\_

VOLUNTEER's Name: \_\_\_\_\_

**\*\*PLEASE WRITE A DESCRIPTION OF THE DEPOSIT BELOW:**

Amount		Description

TOTAL DEPOSIT AMOUNT = \_\_\_\_\_

***FINAL STEP: Please don't forget to sign and attach the physical bank deposit slip to this form and return it to the DPA Mailbox in Henderson Hall by Kathy Butler's desk***

**THANK YOU for all your time and energy!! Your efforts make the Dawson experience an extraordinary one!**