

## Treasurer Lead – Job Description

### Cashier Lead

Be a PTSA Member

Attend committee meetings with the Treasurer

Collect 'Petty Cash & Cashier Request Forms' from event leads at least 5 days before event

Fill out bottom portion of 'Petty Cash & Cashier Request Form' and submit to president at least 3 days before an event to ensure adequate time for signatures

Retrieve petty cash from bank

Maintain Square device

If unable to cashier at an event, ensure cashiers are trained on proper procedures:

*\*Cashiers are PTSA Members*

*\*Cashiers know to initial off on the petty cash amount before an event starts on the 'Petty Cash & Cashier Request Form'*

*\*Cashiers know to initial off on the petty cash amount after an event is over on the 'Petty Cash & Cashier Request Form'*

*\*Petty Cash is then held separate from the other event funds for its own Petty Cash deposit*

*\*Cashiers know how to work Square device if applicable*

*\*If Square device is used, cashiers explain to patrons that there is a convenience fee added onto the transaction to cover the cost of using Square*

*\*Cashiers know how to count funds and fill out Deposit Form after an event is over (or who to give the funds to if they are unable to stay to count)*

*\*Cashiers know not to give a patron cash back when they pay with a credit card or check*

*\*Cashiers know that checks are made out to Stillwater PTSA*

*\*Cashiers for a combined cashier station are prepared and have a way to break out transactions*