

## Vendor Policies

### Bells Mill Elementary School PTA

The Bells Mill PTA is a not for profit organization that has an obligation to closely monitor the income and expenses that flow through it. In this regard, please make sure that your vendors are aware of the following policies:

1. Vendors are accountable to the PTA with respect to the business they conduct on our behalf and at our events. Vendors should expect questions regarding their operations and should not consider this offensive or intrusive. We are accountable to our membership and vicariously to our student body and must have an understanding of the services and the income and expenses associated with those services.
2. Vendors are not exclusive in any circumstance unless specifically approved by the committee chair, the treasurer and the president.
3. When a percentage of the Vendor's proceeds from sales is allocated to the PTA, the Vendor must provide a gross receipt accounting at our request. At the end of an event or promptly thereafter, any vendor contributing to Bells Mill PTA in the form of a percentage of sales, must give the committee chair an estimated amount of sales for that particular event or a report on the volume of sales, i.e., 32 pizzas, 29 salads, 37 t-shirts etc. This usually does not apply when the event occurs off of Bells Mill property.
4. Money collected at Bells Mill events must be segregated from any other money in the vendor's possession. At any event, a committee member may ask the vendor how he intends to collect the money and account for it.
5. Any money due to the Bells Mill PTA should be paid within 15 days after the event, but in no less than 30 days. If there is cash, the vendor will make arrangements with the PTA treasurer to deliver the money.
6. Only the treasurer will access the PTA bank account. Vendors are not to access the PTA bank account.
7. Vendors can obtain the name of the committee chair responsible for their event at <http://bellsmill.org/about/committees/>