

A Note from the Treasurer: Regarding Receipts

ALL monies coming into the Parma Animal Shelter Inc. MUST be accompanied by receipt or detailed Envelope.

A tax-deductible receipt will be available from PAS to anyone making a monetary donation of any kind. Surrender, intake, adoption or return to shelter do NOT receive a donation receipt. The receipt is written as a FEE. We do not assign monetary value to in-kind donation receipts which are different from monetary donation receipts. Items like towels or food are included on in-kind donation receipts.

HOW TO FILL OUT CASH/CHECK RECEIPT or ENVELOPE - located on left wall of office - front counter. Please print clearly so the names and numbers can be read. Place everything in an envelope and put in safe (located in left cabinet of sign-in book).

Dog and Cat Surrenders

On the receipt, mark CAT or DOG SURRENDER. Do NOT mark donation. This is not a donation.

Adoptions -

- Date
- Amount and check number if paying by check
- Name of person
- Type of animal (cat/dog) and its name.
- If paying by check - make copy of driver's license and check

Donations - Monetary \$\$\$\$\$

- Date
- Amount and check number if paying by check
- Name and Address if not written on check and for cash also as without this information a thank-you cannot be mailed; and this is very important. Donors will be acknowledged in 2-3 weeks.
- Memorial donations: Obituary notices are given to Treasurer mailbox along with any contact information from family and donor. The treasurer will give the name and address of donor to Thank You Coordinator so family is notified of donor.

Display Case and Merchandise Cabinet CABINETS FRONT ENTRANCE-

Showcase/Merchandise Sales: Use regular receipt book. Just fill out a receipt with items sold, put in an envelope with the money and place it in the safe. For shirts, write size, type and color sold.

Donations – In-Kind (NO MONEY) Use small Receipt book.

- We CANNOT accept veterinary prescribed medications or food. It is illegal.
- IN-KIND Donation (towels/blankets/paper products/pet food) - NO value given for In-Kind Donation (that is for their tax person to determine)

- White copy goes to donor. Pink stays on the tablet. Make sure name and address are legible. Yellow copy goes to Thank You Coordinator only if a THANK YOU is required (large donation from a company, etc).
- Get e-mail address if they want to subscribe to our newsletter.
- Take to the garage.

Miscellaneous: NO RECEIPT - USE Envelope WITH DETAIL other money coming into the shelter. Mark ALL envelopes with your name and the date and total inside. Money is placed in the safe at the end of each shift.

- Candy sales – mark “candy” on envelope and place money in safe.
- Fund Raisers – mark “bake sale” etc. on the envelope and place money in safe
- Catnip/hand - made Magnets – mark “catnip or magnets” on envelope and place money in safe
- Donation Jar – leave change in jar but remove dollars at end of shift, mark it “donation jar”.

IMPOUNDMENT FEES – These belong to the City of Parma. The return to owner form is filled out and money and form placed in an envelope for the Animal Control Officer along with a copy of the owner’s driver’s license. The Animal Control Officer issues the receipt and gives it to the owner. Do not fill out a PAS receipt for these fees unless instructed by the Animal Control Officer. Return to owner form should be scanned and emailed to Shirley.

REIMBURSEMENT REQUEST -

Obtain the Reimbursement Request Form from holder left side of Reception /Office

- Use Tax-exempt form for ALL purchases -located left side of reception office-(tax will not be reimbursed - we are a 501(c)3
- Approval MUST be obtained before money is spent from Treasurer or chairperson
- Fill out request form completely and attach receipts

Place reimbursement request and receipts in mailbox of Treasurer. Must be signed by Health and Welfare or Director and include all documentation.