PTA
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WHAT TO DO IF YOU SUSPECT THEFT IN YOUR PTA

Many of these steps are dependent on the structure of the PTA in your state and the bylaws and guidelines to be followed. Here are some general guidelines to follow when investigating theft in your PTA:

- **DO NOT** make accusations! (libel, slander)
- Determine suspect's access to other PTA resources
- Gather facts, documents, and interviews.
- Identify all accounts involved and consider freezing or closing them.
- Contact the authorities.
- Contact the insurance company.

The first bullet point is very important. DO NOT accuse someone of theft, fraud or embezzlement. If someone is suspected of such activity do not comment or make accusations. Simply turn over what documentation there may be to authorities, and let the authorities make the accusation. *If you accuse, your PTA could be sued for libel or slander.*