

PTA CHECK REIMBURSEMENT PROCEDURES 2018 - 2019

PTA reimbursement checks will be processed every two weeks. If a reimbursement or check request is made off-cycle we will try to meet these requests, however, a minimum of 3-4 days is generally required. Off-cycle requestors may need to take extra steps to expedite their request in order to obtain all required signatures. Reimbursement requests must be submitted within 30 days of purchase.

SIGNATURES:

The following signatures are required for all requests:

- Requestor
- President or President Elect: Leslie Sharp or Anna Voss
- Treasurer: Ashley Blakeslee

RECEIPTS:

Receipts must always be attached to the request form. Please staple receipts on the RIGHT side of the form to enable us to file records in a 3-ring binder. Receipts must be original and itemized, we are unable to reimburse from proof of charge on a credit card statement.

REIMBURSEMENT CHECK & CHECK REQUEST TIME LINE:

THURSDAY p.m. – all request forms due to PTA box

FRIDAY – President/Pres-Elect signs request forms

SAT/SUN – Treasurer processes checks

MONDAY – Pres-Elect signs checks and checks are mailed to homes unless requestor asks otherwise

TAX REIMBURSEMENT:

Tax amounts will NOT be reimbursed. Please remember to work with cashier to receive tax exemption at the point of purchase. Many stores (Joannes, Staples) have our status on file and can pull it up using the school's telephone number. You may need to provide a State of Texas Certificate of Exemption as documentation of our tax-exempt status. **This form can be obtained from the PTA Website if needed.**