

# WITHERS PTA REIMBURSEMENT/CHECK REQUEST PROCEDURES

2022 - 2023

Reimbursement requests must be submitted within 30 days of purchases.

Reimbursements will be processed every two weeks (on the 1<sup>st</sup> and 15<sup>th</sup> of each month).

A minimum of 3 days is generally required to issue payment. If a reimbursement or check request must be expedited, please contact: [witherstreasurer@gmail.com](mailto:witherstreasurer@gmail.com)

## **SALES TAX REIMBURSEMENT-**

Withers PTA is exempt from paying sales tax. Sales tax amounts are not allowed to be reimbursed under Texas PTA rules

Please inform the cashier at check-out that the purchase is sales tax exempt. Many stores (Joanne Fabrics, Staples) have our tax exempt status on file and can pull it up using the school's telephone number **(972) 794-5000**

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](#) or from the Treasurer [witherstreasurer@gmail.com](mailto:witherstreasurer@gmail.com).

## **KEEP YOUR RECEIPTS!**

Receipts must always be original and itemized. We are unable to reimburse from proof of charge on a credit card statement.

Attached all relevant receipts to the request form or upload via the google docs form [HERE](#).

## **SUBMISSION**

Print the PTA Reimbursement/Check Request Form from the website or complete the form electronically and upload your receipts via Google Docs [HERE](#)

## **APPROVALS:**

The following approvals will be required for all requests:

- 1)President or President Elect: Ann Marie Bishop or Valini Plunk
- 2)Treasurer: Lauren Davila