

Reimbursement/Payment Requests

The PTA's policy is that you have one month after a purchase/event to receive reimbursement. We can't pay you if you don't submit your request vouchers. We are enforcing this policy this year. This is so we can keep close tabs on how we are doing on our budget.

Fill out one voucher form for each person/vendor to be paid. Also, clearly state which part of the budget will be paying for the item(s).

Vouchers must have receipts or invoices in order for a check to be written. If you are in a situation where you will be handing over a check to someone in order to take delivery (for example, Capital Events for delivery of tables), please get the company to fax their invoice to you beforehand, and submit voucher. Arrangements will be made to get the check to you. School fax is 387-4403, and is right on the top of the PTA file drawer.

Thermal receipts are fragile. Don't keep them in your car for days at a time. The heat inside the car will make the printing fade. Also, do not use highlighters to mark items to be reimbursed. It will also change the print. Underline instead.

If you need a payment expedited, please call the Treasurer (phone number is on the roster) or e-mail to make sure that the voucher is processed in a timely manner.