



Sequiota PTA 2018-2019 Reimbursement Policy

Thank you for your dedication to the Sequiota PTA. Please follow the below policy to receive reimbursement for budgeted expenses or to request a payment direct to a vendor. We would like to thank you in advance for your cooperation and adherence to this policy.

In accordance with the State and National PTA guidelines no expense will be reimbursed without an appropriate receipt supporting the expense.

- Each reimbursable expense needs to have a coordinating “Reimbursement/ Expense Voucher” with the appropriate information so that the check can be directed to the appropriate person. In order to receive the reimbursement the form needs to be filled out entirely.
- Once the form and receipt have been completed please place it in the Reimbursement Vouchers Folder in the PTA file cabinet.
- To get payment sent directly to a vendor we need to be notified 5 days in advance and the expense voucher needs to be completed with the invoice attached.
- When the checks have been processed they will be waiting for the appropriate party in the “Checks Ready to Be Picked” up folder in the PTA file cabinet.
- Please remember that incomplete reimbursement forms will be returned for completion.
- The original receipt and reimbursement form must be turned in within 30 days of the expenditure.
- Due to following the State and National PTA guidelines all teacher gifts for classroom needs will need to have a receipt supporting the expenditure and will be reimbursed once the receipt and form are completed.
- Donations to for classroom parties will be reimbursed to the room mom who is in charge of coordinating the party for any expenses. The expenses can be charged to the allotted classroom gift by filling out the reimbursement voucher.

*Remember that PTA **cannot reimburse tax**, tax exempt forms are available in the PTA File cabinet.