

Procedure for Reimbursement

- 1) First ensure that the request for reimbursement is included in the current PTA budget.
- 2) Complete form F028 Payment Authorization/ Request for Reimbursement.
- 3) All submissions must include itemized receipts attached.
- 4) Submit the request by placing it in the PTA box located in the office.
- 5) All requests that are submitted by the Friday before the next executive board meeting will be voted on at the executive board meeting.
- 6) Checks will be available if approved on the Monday following the executive board meeting.
- 7) If the request was incomplete or could not be approved, the executive board will notify you in writing by the Monday following the executive board meeting.

See attached calendar for submission and executive board meeting dates.

Procedure for Advance Payment

- 1) Ensure that the request is included in the current PTA budget.
- 2) Complete form F029 Request for Advance/ Payment Authorization.
- 3) All submissions must include documentation of items and current prices. Screen shots are acceptable.
- 4) All requests that are submitted by the Friday before the next executive board meeting will be voted on at the executive board meeting.
- 5) Checks will be available if approved on the Monday following the executive board meeting.
- 6) After purchase all receipts must be submitted to the PTA within two weeks.
- 7) Requestor is responsible to return any unused funds or claim money due to me within two weeks of the approved request.
- 8) If the request was incomplete or could not be approved, the executive board will notify you in writing by the Monday following the executive board meeting.

See attached calendar for submission and executive board meeting dates.

2023 - 2024 Calendar for Reimbursement

Last Day to submit Requests	Executive Board Meeting Dates	Check Ready Dates	Receipts Due for Pre-Authorizations
August 18, 2023	August 24, 2023	August 28, 2023	September 11, 2023
September 22, 2023	September 28, 2023	October 9, 2023	October 23, 2023
October 20, 2023	October 26, 2023	October 30, 2023	November 13, 2023
November 17, 2023	November 30, 2023	December 4, 2023	December 14, 2023
January 19, 2024	January 25, 2024	January 29, 2024	February 12, 2024
February 16, 2024	February 22, 2024	February 26, 2024	March 11, 2024
March 15, 2024	March 21, 2024	April 2, 2024	April 16, 2024
April 19, 2024	April 25, 2024	April 29, 2024	May 13, 2024
May 17, 2024	May 23, 2024	May 28, 2024	No Pre Authorizations allowed

