



Reimbursement/Check Request Guidelines

In order that expenses are recorded on a timely basis, Parmalee PTA asks committee chairs, teachers and volunteers to adhere to the following guidelines:

1. Reimbursable expenses should be submitted via an Expense Voucher form to the PTA Treasurer within 30 days after the expense is incurred but no later than the last day of school.
2. Check requests should be submitted to the PTA Treasurer via an Expense Voucher form 2 weeks prior to the required date. If a shorter time is needed, contact the PTA Treasurer.
3. Expense Voucher forms are available on the PTA website and in the Treasurer folder in the office.
4. Completed Expense Voucher forms can be left in the Treasurer folder in the office.
5. No reimbursements will be made without proper receipts attached to the Expense Voucher form. Check requests require a copy of the invoice.
6. Teacher reimbursement checks will be left in their school mailbox unless otherwise noted on the Expense Voucher form. Committee chair reimbursements will be delivered as requested on the Expense Voucher form.
7. Reimbursement requests should only be made with the intent that the check will be cashed. Checks are void after 90 days.
8. If a donation receipt is desired instead of a check, please make note of that on the Expense Voucher form.

Please be aware of your committee or program budget. PTA Treasurer and Denise Simpson have a copy of the current budget. Teachers are welcome to contact either of them with questions regarding funds available. Committee Chairs and PTA volunteers should contact the PTA Treasurer.

PTA Treasurer Contact Info:

Jess Weed – jrw0626@gmail.com

PTA Website Link:

<http://parmaleepta.org/forms>