

PTA Reimbursement Procedures

Believe it or not, we are happy you are spending PTA funds. It means you are helping PTA to keep clear records on the money we need for our programs. These procedures may seem cumbersome, but they are essential for both our record keeping and to stay within the law for a nonprofit organization. There are a lot of people who contribute to our funding and we must be sure we are accountable in spending their money. Thank you for your support and cooperation!

Getting Permission to spend funds:

- If you are a Committee Chair or other Board Member planning to spend PTA money, you must get permission to spend money at a PTA Meeting. If you cannot be at a PTA Meeting, you may ask your VP to make the request to spend funds for you. If you work on a committee, you must ask your committee chair for permission before spending any money. It is the responsibility of the committee chair to make sure she/he has Board approval prior to allowing her committee members to spend money.
- To accommodate those who spend money often throughout the year, it is possible to request permission to spend "up to" a given amount, rather than asking for a specific amount for a specific item. For example: The hospitality chair may ask permission at the beginning of the year, to spend up to "x" amount for refreshments at Association Meetings. Once the approval is given, the hospitality chair will be responsible for keeping track of all money spent in that category (by herself and her committee). If she sees that she will need to spend over the amount requested, she will need to make another request to spend funds.

Getting Reimbursed:

- Obtain a reimbursement form from the PTA file cabinet or online. Fill out your reimbursement form completely with budget category, description of expenditures, etc
- Attach your receipt to your reimbursement request. Also attach a self-addressed, stamped envelope or directions on how you would like the check given to you. Have it signed by your VP and then place it in the Treasurer's mailbox in the PTA file cabinet. **Your reimbursement request MUST be signed by your VP before you submit it to the Treasurer or it will not be paid.**
- It is your responsibility to ensure that the Board has approved the spending and what budget category it falls under. It is also essential that the treasurer for your event or the person in charge of the area where the reimbursement is being requested is aware of your reimbursement request so expenses and budget can be tracked. Communication between committee members, committee chairs and board members is key to making these procedures work.
- All Board Members should have a detailed reimbursement procedure in their binders. Ask our Treasurer for a copy if you need one. All VPs and Committee Chairs should be familiar with reimbursement procedures and help others to understand the steps clearly.