

DEL CERRO PTA

Expense Reimbursement Procedures

1. Obtain an "Expense Reimbursement Request Form." These are available in the PTA Mailbox, Del Cerro Website, or in the PTA closet.
2. Fill in **Date Requested**.
3. Fill in **Date Needed**. This is the date that you need the check by to meet any deadlines and/or due dates.
4. Fill in **Check Requested by**. This is name of the person completing the request form.
5. Fill in **Phone #**. This is phone number of the person completing the request form in case there is any further information needed before a check can be issued and/or to arrange delivery of a check.
6. Fill in **Make Check Payable to**. This must be the exact name that you want printed on the check. This may be your name, a vendor's name, or a volunteer's name.
7. Fill in **Committee/Budget Item**. This must be completed so that the treasurer knows where to record the expense in the budget. Ex. of Committee/Budget Item is Family Fun Night, Birthday Ball Club, Gardening, etc.
8. Fill in **Approved Motion #**. This must be included before a check will be issued.
9. Fill in **Item Description/Purpose**. Give a description of what was purchased.
10. Fill in **Amount**. This is the amount related to each item described.
11. Fill in **Total**. This total must be the same as the combined total of all the attached receipts.
12. All Receipts and/or Contracts must be stapled to Form before the Secretary and the President approve it.

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Expense Reimbursement Procedures (continued)

13. Give completed "Expense Reimbursement Request Form" (with attached receipts) to the secretary, who will verify motion number and sign. The secretary will then submit to the President for **approval and signature**.
14. The President will submit **approved** form to Treasurer.
15. The Treasurer will then write a check and submit to the President for signature.
16. The signed check will be given to the person requesting the check.