



Grant Reimbursement Procedures

In order to expedite payment of your grant funds, please follow the instructions below:

1. Once the recipient has been notified of the acceptance of the grant, it is their sole responsibility to ensure that the approved items are procured.
2. There are two methods to pay for grant related items:
 - Preferred method Grant recipient pays for item with a credit card and submits check request form with receipt attached to receive direct reimbursement. PTO will strive to pay all requests within 7 days.
 - Alternative method Grant recipient places order directly with vendor (**please DO NOT submit as a purchase order to central office**) who bills PTO directly at the address below. Once the grant recipient receives items, please send invoice and/or packing receipt to PTO at the address below, and a check will be issued for payment directly to vendor.
3. If neither option is feasible, you must contact the PTO treasurer to arrange for payment before June 30th of the same year. You may lose your funding after this deadline.
4. Please provide a contact phone number or email address where you can be reached over the summer. We have had situations where items are backordered or otherwise unavailable, which would require us to contact you.
5. Please remember that all items purchased are tax exempt. Please use the PTO tax exempt number if needed.
6. All check requests and supporting documentation should be mailed to the PTO Treasurer at the address below.