DATE: September 2019
TO: Grant Teachers, Staff, Event Chairs, Parents
FROM: Teddy Cho, PTA Treasurer
CC: Christian Fuhrer, Kathy Zurich-Lunsford, Lindsay Traill, Erika Bell, Brenda Meyer
RE: Expense Reimbursement Policy

To expedite the reimbursement process, the PTA Check Request Form must be completed in full, approved by the appropriate person (*) and submitted with all receipts. Incomplete or unapproved forms, or those submitted without receipts, will not be processed. Blank PTA Check Request Forms can be found in the PTA box in the office or online at www.grantpta.org. Please place completed forms in the PTA box and allow 1-2 weeks for processing.

In general, check request pickups and check drop-offs will follow the schedule outlined below:

1. On Tuesday and Friday mornings before 8am, check requests will be picked up from the “Completed Check Request” folder of the PTA box located in the Grant office
   a. If Monday is a holiday, then pickup will be Wednesday
   b. If Friday is a holiday, then pickup will be Thursday
2. Checks will be placed in the “PTA President” folder of the PTA box for co-signature
   a. If check request was picked up on Tuesday, then check will be dropped off on Friday
   b. If check request was picked up on Friday, then check will be dropped off on Tuesday
3. After co-signature, the fully signed check will be placed in the “Check Pickup” folder of the PTA box

(*) Teacher/staff check requests must be approved by the Principal. Parent check requests must be approved by the PTA President or PTA Executive Vice President.

Thank you in advance for your cooperation!
PTA Check Request Form

Pay To: _______________________________ Date: __________________
Address: _______________________________ Amount: ________________

____________________________________

____________________________________

Email: ________________________________ Phone: __________________

SSI #: ___________-____________-_____________ (if requested)

Description of Expense:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Requested By: __________________________

(Requestor’s receipts must be attached. Forms without receipts will not be processed.)

APPROVED BY: ________________________

(Teacher/Staff requests must be approved by the Principal. Parent requests must be approved by PTA President or PTA Exec VP). Forms without approval will not be processed.)

Special Notes/Handling:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

To be completed by the PTA Treasurer

Date Paid: _____________________________ Check #: ______________________

Chart of Accounts Code: ________________