

***PTA Reimbursement***

Reimbursement Procedure	The General Membership of the Harry Stone Montessori PTA (HSPTA) must authorize the expenditure of all funds. Approving the budget and subsequent amendments fulfills this obligation. HSPTA uses a general voucher system for expenditures. A PTA voucher is provided below. Checks are written for the purposes authorized by the voucher.
Regulations	<ol style="list-style-type: none"><li>1. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be reimbursed by HSPTA. This policy applies to all HSPTA members, volunteers and board members.</li><li>2. A printed voucher and original receipts must be remitted to the HSPTA Treasurer no more than 45 days from the date when payment was made.</li><li>3. A reimbursement check will be written, signed and delivered within one week after the appropriate requirements have been received by the HSPTA Treasurer.</li><li>4. An expense claim may be delayed or rejected (and returned to the claimant) for any of the following reasons:<ul style="list-style-type: none"><li>➤ The purpose of the expenditure is not clearly stated</li><li>➤ Cash advances are not entered</li><li>➤ Original receipts are not provided</li><li>➤ The voucher is submitted more than 45 days past the date of purchase</li></ul></li></ol>

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Claim for Reimbursement for Authorized Harry Stone PTA Expenditures

Claimant: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Print Name Address: \_\_\_\_\_  
 I certify that this claim is true and correct to the best of my  
 knowledge and belief and that payment or credit has not  
 been received by me. Email: \_\_\_\_\_  
 \_\_\_\_\_ City: \_\_\_\_\_  
 Signature State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description and Guideline: This application is used to claim reimbursement for authorized expenditures made on behalf of the Harry Stone Montessori PTA. Authorized expenditures include business transactions and financial obligations made in support of a Plan of Work which has been approved by the Harry Stone Montessori PTA Board. Original receipts are required for reimbursement. If you are submitting more than one receipt, please number each item and record the number next to the description in the table below.

Description	Receipt Yes/No	Amount	Budget Category
Expense			
Expense			
Expense			
Expense			
Expense			

Expenses Total \$ \_\_\_\_\_.

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Check No. \_\_\_\_\_

Check signed by: \_\_\_\_\_ and \_\_\_\_\_