



# HORACE MANN ELEMENTARY PTSA REIMBURSEMENT/PAYMENT PROCEDURE

## Timing:

- Requests must be made within 60 days of expenditures
- Submit forms with receipts attached to PTSA box in Mann office: *by Tuesday at pick-up (3pm)*
- Weekly checks written: *Thursday*
- Distribution of checks through Kid Mail/USPS etc.: *Thursday pm / Friday am*
- Checks must be deposited/cashed within 90 days of check date

## Procedure for Disbursing/Reimbursing Funds:

- Pay for PTSA expense using cash, check, or personal debit or credit card
- Identify where the funds you are requesting reimbursement for come from in the PTSA budget.  
Ways to do this are:
  - Check on the budget: [www.mannptsa.org/Page/Pta/Treasurers](http://www.mannptsa.org/Page/Pta/Treasurers)
  - Ask your VP or Committee Chair
  - Ask the Treasurers: [treasurer@mannptsa.org](mailto:treasurer@mannptsa.org)
- Complete the Check Request Form
- Include invoice or receipts for all expenses to be reimbursed
- If you have multiple receipts include a spreadsheet with each receipt listed and the total.
- Checks will be written each week, with the possible exclusion of short school and holiday weeks

## Notes:

- WA State PTA best practice when a credit card is needed for a payment is for a PTSA member to make the purchase and then submit a reimbursement request.
- WSPTA Uniform Bylaws provides that “Use of a PTA debit card, credit card, or ATM card to disburse local PTA or council funds is not permitted.” (Article 5, Sec. 2, F)
- PSTA’s checking account information/online check is not permitted to disburse PTSA funds.