HORACE MANN ELEMENTARY PTSA
REIMBURSEMENT/PAYMENT PROCEDURE

Timing:

- Requests must be made within 30 days of purchase and/or the end of a PTSA event. All requests for reimbursement must be received by June 15th. Failure to submit reimbursement requests in a timely manner may result in denial of the reimbursement request.
- Submit forms with receipts attached to PTSA box in Mann office
- 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
  - Ask your VP or Committee Chair
  - Ask the Treasurers: 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.

Reminder:

Horace Mann Elementary PTSA Standing Rules:

eÿ Vice Presidents may choose to retain additional oversight of their reporting committee budgets and may request regular review or updates on expenditures including budget planning. Any event expenditures totaling over $500 for that event are subject to oversight and approval by the Vice President to which that committee reports.