

**William E. Davenport PTA  
Volunteer, Faculty and Staff Instructions  
for Reimbursement or Bill Pay**

1. All grants must be applied for and approved by the grant committee before any monies can be spent.
2. All expenses related to PTA activities must be approved by the committee chair, prior to purchase.
3. Committee chairs will manage their budgeted monies throughout the year, with allocated funds being spent only on those activities associated with their committees.

**To apply for reimbursement or payments:**

1. All requests for reimbursement or payments must be made in writing using this form, which can be found in the closet of the general office.
2. The request form for reimbursement or payment, plus all applicable receipts or invoices should be stapled to this form and put in the treasurer's mailbox located in the closet of general office.
3. In situations where a payment schedule should be followed, as in the case of some field trips and events, the faculty sponsor is asked to submit the invoice and request form for each payment that needs to be made. For example, if a deposit is due for a field trip and then a balance is to be paid by a particular date, the paperwork should be submitted to the treasurer for each payment due.
4. Please make every effort to avoid paying sales tax. There are tax exempt forms available for your use in the closet of the general office. Please only use these for purchases made on the PTA's behalf. The PTA has a discount card to Party City so please show the tax exempt form when checking out to receive the discount.
5. Only vendors and PTA members can be reimbursed for purchases.
6. The PTA's fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>, at which time the books are closed and all records are submitted to an accountant for audit and tax filing purposes. Because of this, **all reimbursement and payment requests must be submitted prior to June 15<sup>th</sup>**. Any requests submitted after that date may not be reimbursed.
7. For time sensitive payments and reimbursements, please email Lori Stires ([Riverviewptatreasurer@hotmail.com](mailto:Riverviewptatreasurer@hotmail.com)) to let her know that the paperwork is in the mailbox.
8. No email requests for reimbursement or payment are allowed.

**William E. Davenport PTA  
Bill Payment/Reimbursement Form**

Please complete this form, attach the receipt or bill, and submit to the PTA treasurer. Check will be mailed to the address listed unless otherwise indicated (Please note whenever possible online bill pay will be used.) Please email our PTA Treasurer ([riverviewptatreasurer@hotmail.com](mailto:riverviewptatreasurer@hotmail.com)) if you have any questions.

|               |  |                   |  |
|---------------|--|-------------------|--|
| Requested by: |  | Date:             |  |
| Phone #       |  | Email address:    |  |
| Payable to:   |  | Address:          |  |
| Amount:       |  | Committee/Project |  |

|                     |
|---------------------|
| Reason for Expense: |
|---------------------|

For treasurer's use only

|         |       |              |
|---------|-------|--------------|
| Check # | Date: | Acct Charged |
|---------|-------|--------------|