

Huff School PTA

Expense Reimbursement Policy



Check requests must be submitted within a timely manner.
Reimbursements generally will be available for pick-up in the office

Requirements are as follows:

- 1) Receipts are required for all check reimbursements. Please make a copy of receipt for your own records. The PTA board is not responsible for loss in between changing of hands. Please insert request into the manila envelope in Treasurer Folder in Copy Room to reduce the possibility of loss.
- 2) Request must be submitted within 1 month of date of purchase AND within 2 weeks of the event for which the expense is incurred.
- 3) The last date to submit requests **two weeks before the last day of school**. Any requests submitted after that date will be denied.

All check requests require at least 1 other signature of approval before submission.

The requirements for signatures are as follows:

- 1) For all check requests you must obtain an event or item chairperson signature
- 2) A 2nd signature from either PTA Co-President is required for the following:
 - a) Request exceeds \$200
 - b) An event/item chairperson is making a personal check request
 - c) There is no event or item chairperson for the purchase you made
- 3) Please do not turn in your check request without the necessary signatures. Otherwise, it will not be processed.