

Belle Aire PTA Payment/Reimbursement Request

Form submission date: _____ Requested by: _____

- Complete this reimbursement form in its entirety.
- Attach all invoices and receipts.
- Submit this form and supporting documentation to the PTA mailbox **within 30 days** of the event.
- Reimbursements for multiple events/budget lines payable to a single Payee may be requested on a single *Payment/Reimbursement Request*.
- No reimbursements will occur **after June 30** for that school year's expenses.
- Questions should be directed to the PTA Treasurer at BelleAirePTAtreasurer@gmail.com

Reminder: The PTA is a tax-exempt organization. The majority of reimbursable expenses are to be tax free, and we cannot reimburse sales tax for them, NO EXCEPTIONS. Please see our policy on our website (*Our PTA>Financial Forms*). The Sales Tax Exempt letter can be found on the same page and can be presented to the merchant to avoid sales tax charges. If your tax-exempt purchases include sales tax, please do not include that amount in the fields below.

Receipt Description	Budget Line Item/Committee	Amount
<i>Ex: Walmart 9/15</i>	<i>School Store</i>	<i>\$27.40</i>
1.		
2.		
3.		
4.		
5.		

Total: _____

Make check payable to: _____

Method (select one):

Use Chase QuickPay, email: _____

Send check through mail, address: _____

Send check to school (for teacher/staff use)

Hand-delivered paper check (exceptions only, approval required – ptabelleaire@gmail.com)

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For Executive Committee use:

Approved by (EC member):

Date:

A PTA Executive Committee Member Signature is required for approval of vouchers over \$1,000.

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For Treasurer use:

OL QP Paper #

Amount:

Date:

Paid by:

Logged: