

Imai PTA

Check Request/Reimbursement Expense Policy

Check requests must be submitted within a timely manner.

Reimbursement checks generally will be available for pick-up in the office.

Request process is as follows:

1. Fill out the Request form. Use the same form for both reimbursement and check requests to be paid directly to a vendor.
2. Attach receipts, invoices, contracts, etc. as applicable. Receipts are required for all reimbursements. Please make a copy of receipts for your own records. The PTA board is not responsible for loss in between changing of hands.
3. Submit your request by leaving it in the PTA mail slot folder marked "Reimbursement Requests" located in the Office.

****Temporary process for 2021-2022 due to campus visitor restrictions:**

1. Follow steps 1 and 2 above.
2. Instead of step 3, scan or take a photo of the form and attachments. Please make sure all information is legible.
3. Email to Emily Eastham at president@imaipta.org
4. Keep your original copies at least until the check has been issued.

Timing:

- Requests must be submitted within 1 month of date of purchase AND within 2 weeks of the event for which the expense is incurred.
- The last date to submit requests is two weeks before the last day of school. Any requests submitted after that date will be denied, unless late submission was pre-authorized.

Expense Policy:

- Checks can only be issued for spending approved by the PTA association.
- As a general guideline, items using TSU budget for reimbursement should be reasonably transferable to a different teacher, classroom, etc.
- If you are unsure if your expense has approval, feel free to email president@imaipta.org