

# ACCESS Academy PTA

## Request for Payment or Reimbursement

First time filling out this form? Please read the PTA Best Practices below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I'm requesting (choose either "Reimbursement" or "Payment of Invoice"):

☐ Reimbursement - Third-party "paid" receipts only, limit three per request, please.

<u>Receipt date</u>	<u>Description of items</u>	<u>Total for each receipt</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

☐ Payment of Invoice - Attach a copy of the contract if the invoice is a fee for service.

<u>Invoice date</u>	<u>Description of items</u>	<u>Total for each invoice</u>
_____	_____	\$ _____

The purpose of these funds is:

- ☐ Teacher classroom expense: Teacher Name \_\_\_\_\_
- ☐ Fundraiser expense
- ☐ Social activity expense
- ☐ Other budgeted expenditure or pre-approved by PTA membership
- ☐ Description \_\_\_\_\_

The name of the payee on check should be:

- ☐ The same as my name above
- ☐ The following name, written exactly this way: \_\_\_\_\_

The check should be:

- ☐ Held at the ACCESS Academy office
- ☐ Mailed to this address →

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allotment (Counselors, SLP, PE, Art, Librarian, Classroom) Requests only:

- ☐ I've already spent my full allotment from the school fund or this request is for purchases that are not covered by the school fund.

Email completed form to [treasurer@accessacademypta.org](mailto:treasurer@accessacademypta.org) or place in the PTA box at the ACCESS Academy office and notify [treasurer@accessacademypta.org](mailto:treasurer@accessacademypta.org).

## **Best Practices for PTA Fund Requests**

The ACCESS Academy PTA is fortunate to have such generous, engaged community and committed teachers and staff. We couldn't fulfill our mission of improving the education, health and safety of children without you. When it comes to money, using best practices ensures that the PTA can continue to fulfill its mission while retaining its trust from the community.

Please submit receipts as soon after your purchase as possible instead of sending a batch at the end of the year. This allows the PTA to have a better handle on expenses throughout the year and allows for possible reallocation of funds for other needs. As the PTA funds are budgeted on a yearly basis, expenses should be spent and used during the 2024-25 school year. All reimbursements must be requested by June 1, 2025 (April 30, 2025, for Allotments).

All non-consumable, physical items paid for by PTA funds are property of the PTA. Items should be made available for use by others in the community, whether in a classroom or PTA sponsored setting. Please coordinate with the PTA on how to store items after use or when you depart from the school.

Food purchases should conform to the [PPS Wellness Policy](#).

If a request is over the budgeted amount, the PTA will reimburse up to the budgeted amount. If you believe you should be fully reimbursed, please reach out to [board@accessacademypta.org](mailto:board@accessacademypta.org).

### **Reimbursement:**

- Receipts or invoices must include the date, vendor information and indicate that payment was received (reimbursements).
- Shipping invoices, packing lists, copies of canceled checks and handwritten notes by you are not sufficient documentation of your purchase.
- If only select items on a receipt are PTA-related, please mark that clearly on the receipt.

### **Payment of an invoice:**

- Services for a fee (such as DJ or catering) need to be covered in advance by a contract or other written agreement. All contracts should be signed by the PTA President and one other PTA member.

### **Teacher Allotments:**

- Reimbursements must be submitted by April 30, 2025. These funds are intended to enrich your classroom for the current school year.
- Teachers may divide an expense between two classroom accounts. Please indicate this on the form by listing both teachers' names and amounts where it says "teacher name".
- Please see additional Teacher Allotment Reimbursement Guidelines ([link](#)).

### **Social Events and Fundraisers:**

- All expenses for social events and fundraisers need to have been budgeted and approved by the PTA in advance.
- Fundraiser expenses will be paid from the proceeds of the fundraiser.