

**ACCESS Academy PTA**  
**Request for Payment or Reimbursement**

(First time filling out this form? Please read the PTA best practices on the back.)

Today's date \_\_\_\_\_ My name is \_\_\_\_\_

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

Reimbursement

Here are the totals of the receipts I've attached:

(Third-party "paid" receipts only)

Receipt date	Description of items	Total for items on each receipt
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Payment of Invoice

Here are the totals of the invoices I've attached:

(Attach copy of contract if invoice is a fee for service.)

Invoice date	Description of items	Amount
_____	_____	\$ _____
_____	_____	\$ _____

The purpose of these funds is

Teacher classroom expense for (teacher name) \_\_\_\_\_

Other budgeted expenditure or pre-approved by PTA membership

Description \_\_\_\_\_

The name of the payee on the reimbursement check should be

the same as my name above

the following name, written exactly this way: \_\_\_\_\_

The reimbursement check should be

held at the ACCESS Academy office; Lane or Vestal (please circle one)

mailed to this address --> \_\_\_\_\_

Submit completed form and receipts to the PTA box at the ACCESS Academy @ Vestal office, 161 NE 82nd Ave, PDX 97220 or submit to the PTA box in the office at Lane.

## Best Practices for PTA Fund Requests

ACCESS Academy PTA is fortunate to have such committed teachers and staff and an engaged parent community. 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.

When requesting reimbursement:

- Always include a receipt from the vendor that clearly indicates payment has been received. Shipping invoices, packing lists, copies of cancelled checks and handwritten notes by you are not sufficient documentation of your purchase.
- If only select items from a receipt are PTA-related, please mark that clearly on the receipt.
- If you are not a teacher or PPS staff, please do not purchase equipment without approval of the PTA board. This is because when the PTA reimburses a volunteer for the purchase of equipment, that item becomes the property of the PTA.
- 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". Both teachers must sign off on the reimbursement request form.
- Please submit your reimbursement request soon after your purchase.

When requesting payment of an invoice:

- Please get approval from the PTA board first. This is because when the PTA pays a vendor directly to purchase equipment, that item becomes the property of the PTA.
- 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.

If you are helping with a PTA fundraiser, here are some things you should know:

- All fundraisers need to be approved in advance by the PTA membership.
- Money from fundraisers goes into the general fund. Any specific use for fundraiser proceeds needs to be approved by the membership.
- Provide the PTA Treasurer with the fundraiser budget in advance, and a statement of actual expenditures and income after the event.
- Get a contract in writing in advance from anyone providing services for a fee. All contracts should be signed by the PTA President and one other PTA member.
- Two adults need to be in charge of accepting money at an event.
- Payment is by check, made out to "ACCESS PTA", or cash.
- A "cash count sheet" is signed by two PTA members at the event and the money is deposited into the ACCESS PTA account as soon as possible.
- Never use a private checking account for processing PTA funds.
- Children should not be directly involved in PTA fundraising activities.
- Only PTA events approved, promoted and staffed by PTA members are covered by our liability insurance.

Place the completed form in the PTA box in the ACCESS office at either ACCESS@Vestal or ACCESS@Lane.