



## Classroom Expense Reimbursement Procedures

When classroom expenses are incurred, the below procedures should be followed when filing for reimbursement.

- Complete and sign the “Request for Expense Reimbursement” form.
  - Be sure to indicate on the form which of the three types of expenses for which you are filing (i.e. a party, a gift or a miscellaneous expense). Donated funds designated for parties must be spent on the students and not on teacher gifts. Conversely, funds designated for teacher gifts may not be spent on students. Miscellaneous/Other funds may be used at the Room Parent’s discretion.
  - Also, be sure to note for what event / purpose the funds were used. For example, list if the funds were for a Halloween Party, Winter Party, End of Year Gift, etc.
  - If cash was used in a crafted gift to teacher (i.e. cash bouquet), or you are requesting that a check be cut to the teacher for his or her gift, please provide this description in the “Additional Instructions” field.
- Attach original receipts to the form. Receipts must show date of purchase, total amount paid, and be itemized. Please staple the receipts to the form so they don’t get lost.
  - The “receipt” to be used when cash is gifted, should be an ATM receipt.
  - There will be no receipt required when requesting a check cut to the teacher for gift purposes.
- Please provide receipts that only reflect the expenses incurred. **Do not mix personal expenses in the same transaction.** If you have personal items to purchase in addition to the classroom expenses, please complete two transactions at the register and only submit the receipt showing the classroom expenses.

- If the individual applying for reimbursement is not the Room Parent, then the Room Parent must sign the form as the Secondary Approval.
- If expenses are split with another class (i.e. two classes in the same grade are sharing the expense), please provide at least one room parent signature from each class.
- Turn the signed and completed "Request for Expense Reimbursement" form and attached receipts into the PTO in-box in the front lobby or put it in the Room Parent Treasurer mailbox in the workroom. Please be sure to either keep a copy of the completed form and receipts or take a picture for your records. Emailing [rptreasurer@grayhawkpto.com](mailto:rptreasurer@grayhawkpto.com) is also an acceptable form of submitting expense reimbursements. PLEASE submit clear images of receipts if emailing reimbursement form.
- Please submit for reimbursement within 2-3 weeks of incurring the expenses and submit one request with all expenses from an event.
- Expect a check for reimbursement within about 1 week of submitting for reimbursement. This timeframe may vary depending on time of year and number of requests in line before yours. Checks are sent home with the student of the person submitting the request for reimbursement unless otherwise specified in the Additional Instructions section.
- Reimbursement requests must be submitted in advance of the last day of school. If submitted within the last week of school, please provide the requestor's mailing address in the Additional Information section.
- Money left over in the accounts after the last day of school will be used by a PTO-sponsored all-school free event during the next school year.

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