PTA Reimbursement

Reimbursement Procedure	The General Membership of the Harry Stone Montessori PTA (HSPTA) must authorize the expenditure of all funds. Approving the budget and subsequent amendments fulfils this obligation. HSPTA uses a general voucher system for expenditures. A PTA voucher is provided below. Checks are written for the purposes authorized by the voucher.			
Regulations	 Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be reimbursed by HSPTA. This policy applies to all HSPTA members, volunteers and board members. A printed voucher and original receipts must be remitted to the HSPTA Treasurer no more than 45 days from the date when payment was made. A reimbursement check will be written, signed and delivered within one week after the appropriate requirements have been received by the HSPTA Treasurer. An expense claim may be delayed or rejected (and returned to the claimant) for any of the following reasons: The purpose of the expenditure is not clearly stated Cash advances are not entered Original receipts are not provided The voucher is submitted more than 45 days past the date of purchase 			

Claim for Reimbursement for Authorized Harry Stone PTA Expenditures

	Date:		- Marate - m
Claimant:	m 1 1		
Print Name	Telephone:		
I certify that this claim is true and correct to the best of my knowledge and belief and that payment	Address:	4.1.1.4.4.1	
or credit has not been received by me.	City:		
	State:	Zip:	
Signature			
Description and Guideline: This application is used made on behalf of the Harry Stone Montessori transactions and financial obligations made in support Harry Stone Montessori PTA Board. Original resubmitting more than one receipt, please number each in the table below.	PTA. Aut ort of a Plan occipts are rec	horized expenditu of Work which has quired for reimbur	res include business been approved by the sement. If you are
Description	Receipt No.	Amount	Budget Ledger Category
Remarks:	Total	\$	
Date Paid: Amount:		Check No	
Check signed by:			
Contact: John M. Erspamer, PTA Treasurer 2009-201	0		

214.340.3582 | jme_sne@sbcglobal.net

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