

## PTO Guidelines for purchasing, reimbursement and grant requests

### PRIOR TO PURCHASE:

- Before making a purchase (outside of 5<sup>th</sup> grade legacy or Teacher Appreciation committee), you will need to communicate with PTO executive board prior to the purchase. Executive board will vote to determine if the expense is reimbursable. Failure to discuss with PTO executive board prior to purchase may result in non-reimbursement of funds. Please be sure to include sales tax in your request.

### PURCHASING (open to all members of the PTO):

There are two ways to make a purchase.

- Option A: After receiving PTO approval for the purchase, you use your personal funds to make the purchase. Please note, that purchases requiring reimbursement need to be kept separate from personal purchases. PTO treasurer will need the original receipt (if there is one) to complete the reimbursement process. A photo of a printed receipt will not be accepted. If the purchase was made to an online retailer, please print off a copy of the receipt they send you.
- Option B: PTO directly makes the purchase. This applies to online purchases only. To facilitate this option, the PTO treasurer will need the exact link of the item(s) to be purchased. Without the exact link of the item, PTO will be unable to make the purchase. With this option, no receipt is needed.

### REIMBURSEMENT:

- Reimbursement will occur when the REIMBURSEMENT FORM has been filled out and the RECEIPT has been paperclipped (please do not staple) to the REIMBURSEMENT FORM. If the purchase was made online, please print off a copy of the receipt and submit that with the REIMBURSEMENT FORM. The form and receipt need to be submitted within 30 days of the date printed on the receipt for reimbursement.
- Reimbursement will not occur without both documents.
- If the form is submitted after 30 days, PTO executive board will vote to determine if reimbursement will occur. Please note, that any purchases made in May need to be submitted prior to the final day of school for students in order to be reimbursed. Any purchases made in May and submitted after the final day of school for students will be subject to the PTO executive board voting.
- Reimbursement will only occur at the PTO meetings.

### GRANT REQUESTS (open to non-specialist classroom teachers):

- Grant allocation is \$125/month (September-May) for a total of up to \$1000 over the course of the year.
- Grant requests need to be filled out and submitted prior to the months PTO meeting. Copies of the GRANT REQUEST document will be kept in the Treasurer Mailbox in the workroom.
- On the grant request, the item and exact cost needs to be submitted. If the item is to be purchased online, the link and total amount requested needs to be specified. Please remember to include tax and shipping when applicable.
- Grants applications will be voted on by the PTO executive board. Please note, if there are multiple grant applications submitted for a month, PTO will vote on which one(s) will be funded. If your grant is not funded, you may reapply for funding the next month.
- If there are not any grant requests submitted, or the total amount of funding requested is below the allocated \$125, the remaining amount will be rolled into the following month's allocated amount.