

Heathcote PTA Expense Reimbursement Form

2019 - 2020

For Expense Reimbursement & Vendor Payment

Tax Exempt Forms are available in the school office.

The Heathcote PTA *will not* reimburse sales tax. No expenses will be reimbursed without an itemized sales receipt or contract. *Credit card statements and receipts are not sufficient since they are not itemized.*

For vendor payments include: contract or sales receipt. For individuals (i.e., payments to individual contractors, performers or visiting authors) please remember to include person's name, address, and SOCIAL SECURITY NUMBER.

In accordance with PT Council policy, the Heathcote PTA *will not* reimburse for gifts to fellow volunteers.

Committee Chairs must sign this form to acknowledge expenses. To ensure a prompt reimbursement - itemize, total and explain all expenses.

Submit all forms with receipts to Thao Nguyen, PTA Treasurer, by placing in the Treasurer's box in the Heathcote School Main Office.

Reimbursement requests must be submitted *no later than* June 19th, 2020.

The Heathcote PTA will not make exceptions to any of the above policies. If you have questions, please contact Thao Nguyen at thaosan@gmail.com or 917-609-7511.

Date: _____

Committee incurring expense: _____

Committee Chair: _____

Check Payable to: _____

Send Check to: _____

List of expenses and total: _____
