

## Procedures for Completing LSE PTA Reimbursement Form

- Fill out upper section of form with appropriate information. Name, address, and telephone number are essential for proper processing of reimbursement requests.
- Account to be Debited:
  - ☆ If your invoice receipts reflects more than one account, please identify each and the amount that should be deducted from each account. For instance, item 1 of Account to be debited should reflect function or specific account name. If you do not know the specific account name, please identify the function (i.e. Room Rep – Class Party, Yearbook, etc.). The Total Amount to be debited should be the total of all receipts associated with that event. If you have multiple receipts, the sum total of those receipts should be recorded on the Total Amount to be debited line.
- Fill out middle section of form with appropriate information.
  - ☆ Please list the items, place of purchase, and amount spent at that specific location.
  - ☆ Total all amounts. This total should equal the Total Amount to be debited at the top of the form.
- Room Representatives: Fill in appropriate information at the bottom of the form.
  - ☆ **Teacher, grade, am/pm (if applicable), current student count, and party/event are required in order to process reimbursement requests. Only expenses for the Holiday Party, Valentine's Day Party, and Year End Party will be reimbursed.**
- Sign your form.
- If you would like your check mailed to you, please indicate so by checking box under signature line.
- Make a photocopy of your form and all receipts.**
  - ☆ The LSE PTA and Lone Star Elementary School are not responsible for lost reimbursement requests.
- Attach all original receipts with amount due circled or highlighted.
  - ☆ Please remember: SALES TAX WILL NOT BE REIMBURSED. Please use the LSE PTA Tax Exempt form when purchasing items for any school or PTA event. Forms are available from the event chairman or by contacting the Vice President of Budget and Finance. If you paid sales tax, please circle the amount BEFORE sales tax was added.
- Place in the Reimbursement Submissions box in the teacher's mailroom. It is located in the plastic filing tower used for PTA business.
- There will be an index file on top of the filing tower in the teacher's mailroom where your check can be picked up. The checks are in alphabetical order by your last name. If you do not plan on picking your check up at school, please indicate so by checking the box under the signature line.

Any questions about the information above may be directed to the LSE PTA Vice President of Budget and Finance. The current VP of Budget and Finance, as well as Chairmen for all functions, may be found in The Texan Tales or via the LSE PTA Website at [www.LSEPTA.org](http://www.LSEPTA.org).