

Highland Creek Elementary PTA
REQUEST FOR PAYMENT / CHECK PROCEDURES

1. A **Request for Payment Voucher** form (available in the Parent Center files and on PTA website under Quick Links Treasury Information) must be completed with the following:
 - 1) Date
 - 2) Requested Amount
 - 3) Requested By, Contact Number, Email Address
 - 4) Make Check Payable To
 - 5) Payment Delivery method
 - 6) Committee Name
 - 7) Name of Event/Activity
 - 8) Description of Expense
 - 9) Committee Chairperson Signature

NOTE: Receipts need to be turned in 30 days after purchase or 10 days after event.

2. A **Receipt/Invoice** is required for each Request for Payment:
 - 1) Circle or highlight each item on receipt to be reimbursed if the entire receipt does not apply.
 - 2) If the entire receipt does not apply, calculate and list the amount to be reimbursed including the Tax (check Tax %'s carefully).
 - 3) Attach receipt(s) to the back of request.
 - 4) You may include more than one receipt with the Request if it pertains to the same Committee Event/Activity.
3. All Requests for Payment must be **approved by the Committee Chairperson** prior to submission of the Request to the Treasurer.
4. **Place** your completed Request for Payment Voucher form **in the Treasurer's file folder** in the Parent Center.
5. NOTE: The PTA is a non-profit organization and is therefore entitled to tax-exempt status, but only on direct purchases. Whenever possible, please arrange to have the PTA invoiced directly or make check payment arrangements with the business in order to receive the Sales Tax benefit. The PTA is not reimbursed for Sales Tax on payments made to an individual.
6. Checks will generally be processed as Requests for Payment Vouchers are received. You will be **notified via email when the check is processed and completed**. All checks require (2) authorized signatures.

Contact information:

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Wingrove Village
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