

Highland Creek Elementary PTA
REQUEST FOR PAYMENT / CHECK PROCEDURES

1. A **Request for Payment Voucher** form (available in the Parent Center files, Teacher Workroom shelves and on the 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** - please list the "Committee Name" as listed on the PTA Financial Summary/Budget (e.g. Family Events, Classroom Teacher Allowance, Movie Night)
 - 7) **Name of Event/Activity** - please list the "Event/Activity" as listed on the PTA Financial Summary/Budget (e.g. Autumnfest, Collectibles)
 - 8) **Description of Expense**
 - 9) **Approval Signature** - *****REQUIRED***** this signature is needed prior to submitting the Request to the Treasurer. This signature will be the Committee Chairperson, Teacher or Staff member approving that the expense is appropriate and valid.

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 request.
 - 4) You may include more than one receipt with the Request if it pertains to the same Committee Event/Activity.
3. **Place** your completed Request for Payment Voucher form **in the Treasurer's file folder** in the Main Office or in the **PTA Mailbox**.
4. **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.
5. 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:

Angela Rigsbee
6720 Fairway Point Drive
Charlotte, NC 28269
704-948-2812 (home)
704-651-9274 (cell)
treasurer@hcepta.org

Updated 8/10