

## **Instructions for Reimbursements & Deposits**

Complete and submit a Reimbursement Form if you want money; complete the Itemized Receipt Form if you are turning in money.

### Reimbursement Voucher

1. Be sure to include your full mailing address, including zip code (so the check gets to you) AND your phone number (in case the treasurer has questions).
2. Have the chairperson of your committee or the PTA president sign the form BEFORE you submit it to the treasurer.
3. If you need a check to be mailed to a vendor, include the vendor's full address as the place where payment should be sent.
4. Attach receipt(s) if you are getting reimbursed. Attach invoice(s) if you are requesting a check for a vendor.
5. Email form and receipts or invoices to [treasurer@travistagpta.org](mailto:treasurer@travistagpta.org). *Scanned documents preferable to jpg for readability.*
6. Paper forms and receipts can also be left in the PTA box in the school office. The PTA box is usually checked every 1-2 weeks.

### Itemized Receipt Form

1. When it is time to count money, TWO counters tally cash and checks at the same time. Money should be counted at the event. This is to protect the reliability of the count.
2. When you have checks, write in the total number of checks received and the total amount received on the front of the form. Please also list the checks individually on the back of the form with names/amounts.
3. Give the form and the money to the treasurer as soon as possible, preferably at the conclusion of the event and the same day that money has been collected.

*Review the PTA's Standing Rules for additional information on financial procedures*