

## **PTA Expense Policy (July, 2013)**

Please attach your receipts to the Expense Form found on the PTA website, then give the Expense Form to the Chair of your Event or Program. The Chair will authorize the expense, attach a Plan of Work, and submit the expenses to the Treasurer for payment.

Expenses should be given to the Treasurer within 60 days of incurring the expense. The fiscal year ends June 30. Any expenses received by the Treasurer after the fiscal year-end may not be paid.

To request that a vendor be paid directly, please print the Disbursement Form from the PTA website, attach an invoice, and give the form to the Chair of your Event or Program. The Chair will authorize the expenditure, attach a Plan of Work, and submit the form to the Treasurer for payment.

Sales Tax will not be reimbursed. Please print and use the PTA Sales Tax Exemption Certificate found on the PTA website. An exception will be made to reimburse Sales Tax for items purchased from warehouse clubs that do not accept the Exemption Certificate (Costco and Sam's/Wal-Mart).