

SACRED HEART PTO

REIMBURSEMENT PROCEDURES

There are three options for making purchases on behalf of the Sacred Heart PTO. Sacred Heart School is a sales tax exempt organization and effective January 8th, 2010, no taxes will be reimbursed.

1. SCHOOL PURCHASES THE ITEM ON THE INTERNET OR BY PHONE.

- A) Research the item to be purchased and allow the front office to make the purchase on a school credit card or school check. This is the preferred method to ensure that parents are not obligated to pay out of pocket for a large purchase.
- B) Complete the PTO Purchase Request Form indicating what is to be purchased.
- C) Identify where and how much the purchase will cost including shipping.
- D) After authorization is made by the PTO President and Financial Officer, the front office will be directed to order the item.

2. FRONT OFFICE CUTS CHECK TO COMPANY FOR PURCHASE.

- A) Research the item to be purchased.
- B) Complete the PTO Purchase Request Form and identify the organization, items ordered, amount, and shipping information.
- D) Leave the PTO Purchase Request Form in the PTO box for authorization by the PTO President & Financial Officer.
- E) Check will be cut by the school. You can deliver it or mail it to the company.
- F) Checks are usually cut two times per month by the school.

3. PERSONAL REIMBURSEMENT BY PTO (if you purchase the item w/your personal funds).

- A) Purchase the item (using the School Tax ID Number) with your personal funds.
- B) Complete the PTO Reimbursement Form.
- C) Leave the form in the PTO box for authorization by the PTO President & Financial Officer
- D) Checks are usually cut two times per month by the school.

PTO PURCHASE REQUEST FORM

(For purchases made by the school)

Request for purchase made by: (your name) _____

Phone Number: _____ Date: _____

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Company Name: _____

Web address if applicable: _____

Make check payable to: _____

Company Address: _____

Company Phone Number: (_____) _____

Item No.	Descriptions	Quantity	Total

** Please attach supporting documentation

If you have any questions, please contact Suzi Hand, 936-718-1442, PTO Financial Officer

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Approval – PTO President

Approval – PTO Financial Officer

Approval – Business Administrator

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For Office Use Only

Date Ordered: _____ Ordered By: _____ Conf. #: _____

Payment Method: Check Credit Card