

TESORO HIGH SCHOOL PTSA

PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

Payable to: _____ Request Date: _____
 Requested By: _____ Phone: _____
 Address (for mailing) _____ Date needed: _____

Event Description/Budget Category: _____

(If your invoice reflects more than one event/budget category, please identify each and amount that should be deducted from each.)

_____ \$ _____ _____ \$ _____
 _____ \$ _____ _____ \$ _____

(Original Receipts must be attached)

Item	Place of Purchase	Amount
Total:		

Chairman's Authorization: _____

President's Signature: _____ Date: _____

Date Approved in Minutes: _____ Secretary's Signature: _____

Signature of Check Signer if other than President: _____

Treasurer's Notes:

Date Invoice Received: _____ Recorded in PTAEZ: _____
 Date Approved/Paid: _____ Other Comments:
 Check Number: _____
 Amount of Check: _____

Tesoro High School PTSA

CHECK REQUEST PROCEDURES:

- Any individual that needs to request a check from PTSA funds must complete a yellow Payment Authorization/Request for Reimbursement Form (located in the PTSA Box in the front office). This is for both reimbursement requests and payments to others. **Original** receipts (no photocopies) must be stapled to the back to support any reimbursement requests and bills/invoices must be attached for payment to others. Checks will not be written without a complete form and accurate receipts. Check requests must be for funds that are within the adopted budget and either approved by the PTSA Association or ratified by the Association at their next meeting.
- For any payment requests made by an individual and not a committee chairperson, have the **chairperson approve the payment** first.
- **The PTSA President and Recording Secretary must sign off on check requests prior to being paid by the Treasurer.** The Recording Secretary reviews the budget and meeting minutes to verify the expense is approved.
- **Completed** Payment Authorization/Request for Reimbursement Forms can be placed in the PTSA mailbox located in the school office, brought to a PTSA meeting, or mailed to the Treasurer (9 Santa Nella, RSM). Please text a notice to the treasurer at 915-490-2751 upon leaving a check request in the school office.
- Checks will generally be signed and available within 48 hours after the Executive Board or Association Meeting. Check requests needed sooner will be written and returned within a week's time unless alternative arrangements are previously discussed with the Treasurer.

START-UP CHANGE PROCEDURES:

- For any events where a chairperson will need start-up change, a Payment Request must also be made (please use the same form). The check will need to be written out to the individual and it is their responsibility to obtain the correct change from the bank for their event. Please **PLAN AHEAD**, so that payment can be made in time for your event. After the event is completed, this money must be returned in a separate deposit from regular proceeds from the event.

Please contact the treasurer with any questions. 915-490-2751 or bourneamy@sbcglobal.net