

2025-2026 PTA Check Request Form

Circle one: **General Reimbursement** **Field Trip** **Grade Enrichment (Classroom/Dept)**

Date: _____ Amount \$: _____ Requested by: _____

Check Payable to: _____

Phone Number: _____ Grade/Department (if school staff): _____

Item(s)/Activity/Trip/Enrichment Purchased: _____

Additional comments/instructions: _____

Activity/Budget Category: _____

Name of Board Member, If Prior Approval Obtained for
Expenditure _____

Method of Check Delivery (Circle One): **Pick up in Office** **Teacher/Dept. box** **Mail (home or vendor address below)**

Mailing address: _____

SUBMITTERS SIGNATURE: _____

Receipts Scanned/Attached (Circle one): **YES** **NO**

OFFICIAL PTA TRACKING: if needed and over budget

PTA OFFICER APPROVAL/DATE: _____ TREASURER INITIALS: _____

Date check written: _____ Check Number: _____ Amount Paid: _____

Who is delivering/mailing check? _____

♦ **IMPORTANT — Please read the full reimbursement requirements below before submitting your reimbursement request** ♦

To ensure your reimbursement is processed efficiently and without delay, please read all of the policy details below. Doing so will help you submit your request with clarity and avoid common issues or follow-ups.

PLEASE ATTACH RECEIPT(S) TO THIS FORM and **email scanned documents** to the 2025-2026 Tualatin Elementary Treasurer: **Charlie Gravis** at TualatinElementaryTreasurer@gmail.com

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT
the Co-President's Stephanie Milstein & Nicole Roth at TualatinPTA@gmail.com

Tualatin Elementary PTA Reimbursement Policy

General Requirements for Reimbursement

1. Reimbursement Deadline

- All reimbursement requests must be submitted **within 60 days** of the purchase date.
- No reimbursements will be issued for requests submitted **after June 15th** of the current school year.

2. Required Documentation

- A **completed Check Request Form** is required for all reimbursements.
- **Receipts (or receipt copies)** must be attached—**no exceptions**.
- Submit the form and receipts by **email in PDF format** to the current PTA Treasurer: **Charlie Gravis** at TualatinElementaryTreasurer@gmail.com
- Use a smartphone app to convert photos to PDF if needed.
- Reimbursements will no longer be processed if left in the blue folder or PTA department box without prior knowledge.

3. Receipts & Transactions

- Avoid **mixed receipts** (personal and school-related items).
If unavoidable:
 - **Circle or highlight** reimbursable items.
 - **Clearly indicate** the total amount requested.
- **Separate transactions** for school purchases are strongly encouraged.

4. No Cash Requests

- No checks will be made out to "Cash."
- All checks must be made payable to a **person, vendor, or organization**.
- For event nights requiring cash boxes:
 - Checks must be made out to a designated **PTA member**.
 - The requestor must **initial a disclaimer** acknowledging:
 - The funds are **not for personal use**.
 - They are responsible for delivering the money to the event.

Check Processing, Approval, and Delivery

1. Submission & Processing

- Reimbursement requests will be processed within **2 weeks** of receiving a **complete and accurate** submission (Check Request Form and all receipts in PDF format).

2. Pre-Approval Requirements

- Obtain **written or verbal approval** from a current **Tualatin Elementary PTA Board Member** before purchasing items **not included in the approved budget** or **not specifically allocated to Tualatin Elementary staff**.
- If expenses will exceed the approved budget, obtain **prior approval** from the **PTA Treasurer**.

3. Chain of Approval

- All check requests must first be approved by the appropriate **Event Coordinator, Committee Chair, or Team Leader**.
- In time-sensitive or exceptional cases, the **PTA President** may approve and initial the request as “**waived**.”

4. Budget Limitations

- If a request **exceeds the allocated budget without prior approval**, only the remaining budgeted amount will be reimbursed.
- Additional funds must be approved:
 - At a **General Membership Meeting**, or
 - By the **Executive Board** in urgent situations.

5. Check Delivery

- Depending on the selected delivery method, checks will either be mailed or left in the school office or teacher/department staff boxes for pick up.
 - The submitter will be notified when a check is mailed or left for pick up.
 - If another delivery method is needed, it must be **clearly indicated** on the Check Request Form.
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Special Notes: Field Trips & Grade-Level Enrichment

1. **Funding Limits:**
 - Each grade level is allocated a specific annual budget for enrichment or field trips.
 - If the grade exceeds its budget:
 - Check with other grades to **reallocate unused funds** (with agreement and PTA Board approval).
 - If no funds can be transferred, contact the PTA Presidents to request a vote at the next meeting.
 2. **Transportation Reimbursement:**
 - For **insurance compliance, all field trip transportation checks must be made payable directly to the school**.
 - Reimbursements for individuals or staff for transportation will not be processed.
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Important Reminders

- Missing receipts or incomplete forms will delay processing.
- PTA funds must be used **strictly for approved PTA purposes**.
- PTA maintains the right to deny any request not meeting these standards or submitted beyond deadlines. **Reimbursement is up to the discretion of the Tualatin Elementary PTA board.**