

Expense Reimbursement Procedures for Room Parents and Party Volunteers

The Welch PTA Executive Board has approved reimbursement of up to \$20 for expenses related to each of the 3 parties per classroom. This money is for the purchase of games, crafts, prizes, etc. **NO FOOD ITEMS!!!**

Details:

- NO ADDITIONAL FOOD ITEMS ARE ALLOWED AT PARTIES!!! This is a Welch School policy enforced by the Principal. PTA staff will monitor parties to ensure compliance with this rule.
- Plan age appropriate games/crafts/activities
- Purchases for parties are sales tax exempt. Present the sales tax exempt letter (sent via email) to suppliers to avoid any tax charges.
- Costs are paid for up front by the party volunteers and/or room parents, a check request form and ALL receipts should be submitted to the Welch PTA Treasurer. See below for instructions.
- Costs of the parties can be more than \$20 but party volunteers will only be reimbursed up to the \$20 limit. All additional costs will be out of your pocket.

Procedure for reimbursement:

- One person should purchase the necessary party supplies.
- Complete the check request form.
- Attach ALL receipts. You will not be reimbursed without a receipt.
- Submit your check request form, with receipts, to the PTA Treasurer for reimbursement. The Treasurer has a mailbox in the workroom in the Welch office (to the left of the copy machine) or forms can be sent via your child in an envelope marked "PTA Treasurer".
- The Welch PTA Treasurer will issue checks twice a month and your check will be mailed to your home.