

SMHS PTSA

Expense Reimbursement/Check Request Form

** PLEASE REFER TO THE BACK FOR A LIST OF
PROHIBITED PURCHASES AND RESTRICTIONS ON REIMBURSEMENT **

<p>TREASURER'S USE ONLY</p> <p>Check No.: _____</p> <p>Date Paid: _____</p>

<p>OFFICE USE ONLY - APPROVAL</p> <p>Date: _____</p> <p>President: _____</p> <p>Secretary: _____</p> <p>Principal: _____</p>
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1. Fill out ALL information requested legibly.
2. Attach ALL ORIGINAL receipts and/or purchase orders/requisitions to the **BACK** of this form. Single-source receipts only.
3. For **Teacher Wish List & Allocations**, either attach packing slip with delivery verification or have another individual sign acknowledgement of the purchases on the receipt.
3. Attach self-addressed stamped envelope if you want the check mailed. Otherwise, you will receive email notification of where to pick up the check.

Submitted By: _____

Phone Number: _____ Email: _____

Position/Title: _____

Budget Line Item: _____

Event Treasurer's Signature (if applicable) _____

Check Payable to: _____

Address: _____

Date	Description of Expenses	Amount

TOTAL _____

I certify that I purchased the items for which I am requesting reimbursement, that the items are authorized and budgeted expenditures, and that the items are not for my personal use.

Signature _____

Date _____

PTSA WISH LIST & ALLOCATIONS INFORMATION 2011-12

The PTSA retains the right to refuse to reimburse an expenditure that has not been pre-authorized, exceeds the budgeted amount, and/or has not complied with reimbursement procedures. The following items must be ordered and arranged through the District. Please consult with the Principal for ordering instructions.

- Art Supplies that are not AP/CL approved (look for AP/CL on product label) <http://www.acminet.org/>*
- Science Chemicals or Potentially Toxic Science Supplies*
- Conference Attendance or Reimbursements
- Copier Maintenance Fees
- Equipment/Technology items over \$500 (including shipping and tax) ψ
- Liquid Substances*
- Any items requiring MSDS (Material Safety Data) Sheets*
- Software Items or Software Renewals - Software Subscriptions ψ
- Solvent-based products*
- Textbooks

The following items will not be considered for PTSA Wish List reimbursement:

- Cleaning Supplies (i.e. Clorox Wipes, Windex, Lysol, Air Fresheners, etc.)*
- Food Items for Consumption or Meals
- Gift Cards
- Gifts for Individuals
- Medications
- Hazardous Materials

* There are specific State guidelines on those chemicals, liquid substances, and art/craft supplies that are allowed and disallowed in public school classrooms. Orders for these types of supplies will need to go through the District for tracking, confirmation that they are allowed supplies, and for chemical inventory purposes.

ψ For equipment/technology items less than \$500 including tax and shipping, please consult with the Principal before purchasing the item(s). All orders totaling \$500 or more must be ordered through the District as they must be tagged for fixed asset inventory and insurance purposes.

An inventory log of all equipment/technology items purchased and their location must be maintained by the person requesting the purchase, who must be prepared to locate and identify all equipment/technology items upon request.