

REIMBURSEMENT FOR PTA-RELATED PURCHASES

- You cannot be reimbursed for sales tax. Please take a Tax-Exempt Form (in pocket A of this folder) with you when making PTA purchases. Some retailers take the forms; others give them back.
- After making your purchase, please fill out a Reimbursement Form (in pocket B of this folder). It is important that you include all requested information, and write clearly. Please be sure to add the Social Security number for any individuals providing a service (i.e., authors, special speakers, etc.)
- Attach receipts or invoices for the purchase(s) to the Reimbursement Form. Put the completed Form with receipts/invoices into the "Need President's Signature" (green folder "C").
- The BRS PTA President or Vice President will review and sign your Reimbursement Request, then forward it on to the BRS PTA Treasurer for final approval. The Treasurer then will issue you a check, or will mail a check directly to the retailer/vendor.

If you have any questions, please contact:

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