*Fiske PTO financials are managed for 2019/2020 by co-treasurers Colin Flynn and Aaron Gardiner. Aaron will manage reimbursements for the school year.*

1. ***All*** expenses require documentation via a clear original receipt, preferably attached to a regular sized piece of blank paper (8.5” x 11”). Checks cannot be cut without receipts.
2. The Fiske PTO is a tax exempt organization and *should not pay any sales tax* (Tax Exempt ID **043 211 068)**.
3. All requests for reimbursement should be sent to the Fiske PTO via one of the following options:
	1. Scan and email as attachment to fisketreasurer@gmail.com
	2. Hand deliver
	3. Leave in the PTO Box in the Fiske Office, addressed to “PTO – Reimbursement”
4. When requesting reimbursement, be sure to provide the following information *along with the receipt*:
	1. Name, mailing address and e-mail address of person to be reimbursed.

Note: If submitting an invoice to be paid directly to the vendor, supply vendor information and attach invoice. Be aware of the potential delay in paying vendors by directing invoice to the PTO, vs. paying the vendor yourself and being reimbursed. We want to be known as a prompt payor!

* 1. Date of expense or invoice (mm/dd/yyyy). Also note whether you paid the expense (e.g., wrote a check or authorized a credit card charge) on a different date than the date it was billed;
	2. The number, and total dollar amount, of all receipts or invoices submitted; and
	3. Any additional information you feel would be helpful.
1. Submit reimbursement requests in a timely manner. Reimbursements for expenses paid during the 2019/2020 school year must be submitted *prior to* the end of the school year for accurate accounting. Checks are cut once a month from September through May and more frequently in June to close the fiscal year appropriately. If reimbursement is needed urgently and you cannot wait until the next batch of checks are cut, contact fisketreasurer@gmail.com.

|  |  |
| --- | --- |
| **Date of Expense:**  |  |
| **Date expense was paid by you (if different from above):** |  |
| **Total Dollar Value of Receipts:** |  |
| **Number of Attached Receipts:** |   |
| **Name (Check Payable to):**  |  |
| **Email Address:**  |  |
| **Mailing Address:**  |  |
| **Committee/Event (e.g. Creative Arts, Wild West, Teacher, etc.):** |  |
| **Reason for Expense (Why did this need to be purchased?):** |  |

**FISKE PTO EXPENSE FORM**

**2019-2020 School Year**

Include all receipts with this form in an envelope and return as instructed above to Fiske PTO. Please contact Colin and Aaron with any questions at fisketreasurer@gmail.com.