

# Graham Middle School PTA Expense Reimbursement Policy

1. Review budget and seek approval from PTA exec board for **PRIOR** to spending for any program or PTA-sponsored event. This should be done at an exec board meeting or via email. Email the PTA Treasurer at [grahamptatreasurer@gmail.com](mailto:grahamptatreasurer@gmail.com).
2. Check requests must be submitted within a timely manner.  
Request must be submitted within 1 month of date of purchase AND within 2 weeks of the event for which the expense is incurred.
3. Please try to submit all expenses before the last two weeks of school if possible.
4. Receipts are required for all check reimbursements  
Staple the receipts to the back of the form and highlight or clearly mark expenses to be reimbursed. Please make a copy of receipt for your own records.  
The PTA board is not responsible for loss in between changing of hands.
5. Put completed forms in PTA folder in Graham office.
6. Reimbursements generally will be available for pick-up in the office unless otherwise noted on form or requested.