

2016 – 2017 REIMBURSEMENT PROCEDURES FALL AND SPRING ROOM PARENTS

1. All check requests must be made by filling out and signing the check request envelope located in the PTA workroom below the Treasurer's box. Place the invoice, receipts or supporting paperwork inside the envelope and place it in the Treasurer's box. Please do NOT seal the envelope.
2. Emailed receipts or invoices **CANNOT** be accepted. The supporting paperwork **MUST** come in the envelope with the front of the envelope filled out.
3. The "Office/Committee" on the envelope is one of the following:
 - Room Parents – Kinder
 - Room Parents – 1st Grade
 - Room Parents – 2nd Grade
 - Room Parents – 3rd Grade
 - Room Parents – 4th Grade
 - Room Parents – 5th Grade
4. Please use the Bunker Hill PTA sales tax exemption form when purchasing taxable items. We **CANNOT** reimburse you for sales tax except at Sam's Club and Costco. The form is on the PTA website under the "PTA info" tab.
5. Your budget for Fall is \$250 per GRADE LEVEL for the Winter Holiday Party and \$250 per GRADE LEVEL for the Last Day of School party. If there is any money left over from the Winter Holiday Party, it can be used for the Last Day of School Party. **If you spend more than \$500 total per GRADE LEVEL, the money will not be reimbursed to you.**
6. You and your "Grade Level Coordinator" can decide whether you will submit your receipts individually, or have your Coordinator to gather the receipts and submit them for you.

If you have any questions about reimbursements, please contact Mary Chaffin at bhetreasurer1@gmail.com.