



## Lovettsville Elementary PTO Reimbursement Process

**Overview:** The PTO budget is approved in the beginning of the year to include Teacher Funds and PTO Events. The dollar values may change year to year based on the financial status of the PTO for that year. The amount approved each year will be communicated to the staff by the PTO's staff representatives. Event budgets will be communicated to the appropriate Committee Chairs by the PTO Treasurer(s).

**Teacher & Team Funds (Pre-Approved in Budget):** Any teacher who would like to purchase classroom supplies and/or team level project supplies (as available per the approved budget) should order through the front office whenever possible. Please fill out the PTO Reimbursement Request Form and submit to the LES Bookkeeper for purchasing. So long as you are within budget they will order your supplies for delivery to the school. They will also forward the completed form and invoice(s) to the PTO Treasurer(s) for reimbursement to the school. Should you choose to purchase your own supplies, please send the form with your receipts directly to the PTO Treasurer(s). Your remaining balance may be obtained from either the PTO Treasurer(s) or the LES Bookkeeper at any time. All amounts above the initial approved budget will need to be reviewed by the Executive Committee for approval. (*See below for the "New Requests" process.*) On April 1<sup>st</sup>, any unused individual Teacher Funds may be made available to their respective Teams for Team Funds. Team Funds should be discussed as a Team prior to submission and submitted by the Team Leads. Any unused Teacher and/or Team Funds will not be carried over to the following year (unless specifically exempted). The unused funds will be absorbed into the overall PTO Budget.

**New Requests (Approval Required):** Please use the same PTO Reimbursement Request Form and check the "Approval Required" to initiate the approval/presentation process and send to the PTO Treasurer(s). The Executive Committee will notify you when your request has been received. Upon review you will be notified if it is approved or requires a presentation at the next PTO meeting. For those that need to present (generally completely new projects), please try to give the PTO enough time to utilize the monthly meetings for your presentation whenever possible. The Executive Committee will meet directly after said meeting, vote on the funding request and inform you and the LES Bookkeeper the decision. Once approved, you will receive notification via email to then continue the same process as outlined in the above Teacher & Team Funds section to purchase materials for your project. If you need to pay out of pocket, please only do so after notification of approval as it is not always guaranteed. Attach your receipts to the approval notification and submit to the PTO Treasurer(s).

**Event Funds (Pre-Approved in Budget):** Committee Chairs are responsible for keeping their events on budget. However, we understand the purchasing of supplies often falls on whomever is going through town. Parents, please use the same form and select "Event", attach your receipts and submit to the PTO Treasurer(s).

**Submission, Reimbursement Delivery Method and Timing:** All forms and receipts may be left in the PTO Mailbox (in the front office) or emailed to [LovettsvillePTO.Treasurer@gmail.com](mailto:LovettsvillePTO.Treasurer@gmail.com).

Checks may be delivered to Teacher mailboxes, left in with the front office, mailed, or sent home with your child. Please designate your preference on the form before submitting.

Requests submitted by Friday of any week will be paid within 2 weeks. If immediate reimbursement is required, please contact your PTO Treasurer(s) prior to purchase via email.



# Lovettsville Elementary PTO Reimbursement Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position:  Teacher  Staff  PTO Representative

### Request Type:

Pre-Approved in Budget

Teacher Fund  Team Fund: \_\_\_\_\_  Event: \_\_\_\_\_  
(Team Name) (Event Name)

Approval Required - Date Funds are Needed: \_\_\_\_\_

**Reason for Reimbursement:** List what you would like purchased or have purchased (**receipts required**)

### Delivery Method:

Check Payable to: \_\_\_\_\_

Teacher Mailbox  Hold at Front Office

Send home with: \_\_\_\_\_  
(Child's Name and Teacher)

Mail to: \_\_\_\_\_  
(Mailing Address)

#### For PTO Treasurer Use Only:

**Presentation Required:** Yes No Presentation Scheduled Date: \_\_\_\_\_

**Executive Committee Approved:** Yes No Approval Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Delivery Method: \_\_\_\_\_