



PTO Expense Reimbursement

Purpose: To communicate updated procedures on how PTO chairs are to submit requests for reimbursement for either purchases they have made or vendors that need to be paid for PTO related activities.

Procedures:

- KEEP ALL RECEIPTS – you will not be reimbursed for items purchased without a receipt or a copy of the receipt.
 - Tax CANNOT be reimbursed by the PTO. Tax will be paid for by the purchaser or tax can be avoided by using the Barrington PTO Tax ID number 20-1284177.
1. Go to [PTO Check Request Form](#).
 2. Fill out and upload all relevant documents (a contract and/or receipts).
 3. **You can have a vendor paid with check or with credit card directly.** *To have them paid via credit card, fill out the form as you would like a check sent to the vendor and then email barringtontreasurer@gmail.com and let us know that they would like it paid via credit card instead of a check.*
 4. **Or you can be reimbursed via check for items that you have purchased.**

Please complete and submit reimbursement forms within 30 days of event or activity.

Reimbursement checks will be issued periodically throughout the school year as complete reimbursement requests are received and reviewed by the PTO Executive Board.

THANK YOU!!