

**Fairlands Elementary**



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[www.fairlandspta.com](http://www.fairlandspta.com)

2010/2011 Procedures for Reimbursements

Reimbursement forms (pink ½ sheets) can be found on top of the PTA mailboxes at the back of the teachers' mail/work room. All reimbursement requests must be accompanied by a receipt or invoice. Please contact Rashmi Singhania, *PTA Treasurer*, if an advance payment is required.

Procedure

- Complete reimbursement form. Be sure to indicate how you would like to receive the check – mailed or delivered to PTA mailboxes.
- Attach receipts or invoice. Please write the total amount requested on the reimbursement form.
- In order to obtain the necessary approvals, please put the completed form with attached receipts in the plastic box on top of the PTA mailboxes labeled *PTA Reimbursement Request Forms Needing Approval*.
- Checks are processed at least once per week.

2010/2011 Procedures for Petty Cash

If you require petty cash for an event, a Cash Advance Form must be completed and given to the Treasurer, *Rashmi Singhania*, **at least one week prior to the event**. Forms are available on our website.