SMOY PTO EXPENSE REIMBURSEMENT REQUEST

READ POLICIES/INSTRUCTIONS ON BACK OF THIS FORM

Payable to:_____ **Amount:**_____

Date:_____

Project/Program: _____ **Chair/ Volunteer:**_____

Choose Check delivery choice: ☐ **Pick up in parish office: Call me at ph#**_____

☐ **OR mail to:**_____

- All check requests must be submitted electronically to the PTO Treasurer by **Friday at 3:00 p.m**. to be processed by the **end of the following week**. Please allow 7–10 days for reimbursement.
- Submit this form, along with all applicable receipts and supporting documentation, to **Sarah Dizard,** PTO Treasurer, at ptotreasurer@smoyschool.org.
- Within 7 days of submitting your electronic records, you must **ALSO** deliver the original paper receipts and/or printed online order receipts to the church office before your reimbursement check can be released.
- Place the receipts in an envelope labeled with your name and the reimbursement amount. If the church office is closed, you may leave the envelope in the white box outside the parish office door.

Store/Vendor	Purpose of Purchase	Receipt Amount	Reimbursement amount (excluding tax)

TOTAL: _____

FOR OFFICE USE ONLY

Approved by:	**Account to Charge:**

Revised June 2026

ST. MARGARET OF YORK REIMBURSEMENT REQUEST POLICY

Submission Timeframe

- All reimbursement requests must be submitted within 90 days of the purchase date.
- Requests submitted after 90 days will be unable to be processed and may be denied.

Check Cashing Policy

- Reimbursement checks must be cashed within 90 days from the date issued.
- Checks not cashed within this period will not be reissued.

Receipt Guidelines and Documentation

- Please submit proper documentation (legible receipts) with reimbursement requests.
- Personal purchases should not be included on the same receipt as reimbursement items.
- If a receipt includes both personal and reimbursable items, reimbursement processing may be delayed.

Credit Card & Vendor Purchases

- Please avoid using your personal credit card with vendors where we already have established accounts, as those vendors can invoice us directly, which is the preferred process of the Archdiocese. If you are unsure whether a vendor is an approved partner, please contact the parish office.

Preferred Amazon Order Method

- Amazon orders should be placed directly through your designated representative: PTO: Sarah Dizard, Parish requests: Kathy McGaughy
- If you choose to place Amazon orders through your personal account, please note that shipping and tax charges are not reimbursable and will be your responsibility. Additionally, any purchases made through a personal account are subject to approval and may not be eligible for reimbursement.

Non-Reimbursable Expenses

- Credit card processing fees charged by the vendor or establishment
- Fees for activating gift cards
- Sales tax (when tax-exempt purchasing is available or applicable)
- Shipping or delivery charges
- Certain tips or gratuities (please confirm with the parish office if unsure.)
- Receipts from foreign countries
- Alcohol purchases

Submission & Delivery

- To ensure timely and secure delivery, reimbursement checks may be picked up at the school or parish office during regular business hours or mailed to the address you provide. Please include a working phone number or valid mailing address so we can notify you when your check is available. Employee checks will be placed in their mailboxes for convenient pickup.