

GSLs Parent Teacher Council ***EXPENSE/REIMBURSEMENT GUIDELINES***

Effective: School Year 2020/2021

These guidelines and procedures are established for the payment of or reimbursement of various school business costs from GSLs Parent Teacher Council funds.

The GSLs PTC will reimburse GSLs teachers, employees and parents for approved purchases and expenses provided they are incurred in the ordinary course of school business and receipts are included.

For the 2020/2021 school year, the GSLs Administration team will be responsible for the allocation of the teacher stipend program (including the carry over funds).

CHECK REQUEST SYSTEM:

Complete entirely the attached *Request for PTC Funds* expense form. Scan/email to Kristin Corey at Kristin.corey@yahoo.com or place the completed form in the PA Treasurer's mailbox which is located in the Fellowship Hall.

Please include a photocopy (or original) of the receipts or invoices (not packing slips) and tape to an 8.5" x 11" sheet of paper (unless the receipt is the same size) in chronological date order.

Expense reports should be submitted within (2) months in which an expense has been incurred.

AUTHORIZATION PROCEDURE:

Reimbursement checks will be distributed monthly following PTC meetings; include details if needed sooner. Vendor checks will be mailed directly, if indicated. Teacher reimbursement checks will be placed in teachers' mailboxes. Parent checks will be placed in parent pick up folder in the school office. Please provide differing instructions if any.

Any questions, please email the school office at school.office@gslsnovato.org

**GOOD SHEPHERD PARENT TEACHER
COUNCIL**

*REQUEST FOR PTC FUNDS
FOR THE SCHOOL YEAR 2020-2021*

Date: _____ Amount requested: \$ _____

Name of person requesting check: _____

Email or phone number for questions: _____

Check payable to: _____

Address (*only if mailed*): _____

charge to _____'s PTC allocation,
or

expense authorized by _____

Purpose of expenditure:

INSTRUCTIONS:

Original or copy of receipt or invoice must be attached for reimbursement or payment. Please tape receipts to an attached 8 1/2" x 11" sheet of paper (do not staple in a big stack). Please email a scanned copy to Kristin Cory at kristin.corey@yahoo.com or place the Request Form in the Treasurer's mailbox.

SIGNATURE (by requester)