

Kim Vu, the school bookkeeper, is the primary POC for PTO expense reimbursements. Her work days vary so make sure you call her if you need to see her in person. Her phone number is 703-455-2300 X140. Her email address is [kvu@nativityschool.org](mailto:kvu@nativityschool.org). Trina Meyer is the PTO Treasurer for the 2011-2012 School Year. The best number to reach her is 703-717-1272 or via email, [meyertrina@yahoo.com](mailto:meyertrina@yahoo.com)

## Submitting a Funds Requisition Form

Please obtain a copy of the *Nativity PTO Funds Requisition Form* on the **school website under PTO**. When a PTO member incurs a budgeted PTO expense, this form must be completed to obtain your reimbursement. The form must be:

- accompanied by any supporting receipts and/or invoices.
- completed within 1 month of the event date.

The form includes necessary approval signatures, as well as, the bookkeeping data. The first signature that is required is the Committee Chair. Since Committee Chairs are managing their approved budget, their approval is needed so that they may track their expenses and reduce any unnecessary surprises. Once the form is complete and the Committee Chair approval signature has been obtained, the reimbursement form may be submitted to the school office.

The form may be left in the school office to obtain the remainder of the necessary signatures. Either the PTO President (Ingrid Sánchez-Seymour) or PTO Treasurer (Trina Meyer) must provide their signature for approval, followed by Ms Kelly and Father Martin, prior to payment. In the case of lunchroom subs, Shannon's initials will also need to be on the form. Once all signatures are obtained, the school office will forward the document to Kim, where it will be processed.

### ***Directions for filling out the Nativity School PTO Funds Requisition Form:***

**Request Date:** self-explanatory

**Payment Type:** If you incurred an expense, then the first box will be checked and you will attach your supporting receipts. If you are processing an invoice from an outside vendor, check the second box and attach the accompanying invoice. If Nativity School has paid for an expense, check the Transfer Funds box so that PTO Funds can be directly moved to the School Account. All other requests, to include paid lunchroom subs, can be captured in the last box, Other, and explained in the space provided.

**Requested by:** In the case of an Expense Reimbursement, the Requestor is typically one in the same with the person to whom the check is to be paid. In the case of a purchase request, the Requestor is typically the Committee Chair.

**Phone/Email:** Best number to reach you if any questions arise.

**Check payable to (including information about the addressee of the payment (name, address, phone number)):** If you incurred the expense, then provide your contact information. If you are processing an invoice from an outside vendor, provide the vendor name and billing address. This is the address that will be used for delivery unless PTO Box option is selected

**Account Number, Invoice Number, or Reference Note for memo line:** This field is mainly used when paying an outside vendor. Please provide account information that you would like to appear on the reimbursement check.

**Special Considerations:** If you have any special instructions to share with the bookkeeper, please provide that information here. If there is an absolute date that you *must* have the check, indicate that date in this field. Please allow for ample time for your check request to be processed if there is a firm deadline, as there are multiple signatures that must be obtained prior to approval

**Check Delivery by:** All checks will be mailed to the address provided. If the check must be picked up at the school office due to special time constraints, please check the last box.

**Committee:** Please select from one of the main committees.

**Chair:** The committee chair's name and signature are needed in these boxes.

**Description:** Please add additional detail about the expense. For example, if you were in charge of decorations for the Halloween Party for the Social Committee, please state "Halloween Party Decorations" as your description.

**Individual Expense amount:** Note each expense related to a different description.

**Total Due:** Total amount of the Check needed (sum of all individual expense amounts).

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**Remember to obtain the Committee Chair's signature BEFORE submitting the form to the front office. Your reimbursement will be processed as quickly as possible.**