



## Approving Check Requests and Reimbursements

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The PTSA uses the same form for Check Requests and Reimbursement Requests. This document is meant to clarify the approval process, as it is different depending on which way the form is used.

### Check Request

Check Requests are requests for a check to be paid to a third party (not the submitter). Examples are: contractors who provide extracurricular programs, insurance, payments for regulatory filings, etc. Check Requests for budgeted expenses require the signature of a Committee Chair or VP for the area. If they are unavailable, a Co-President may approve.

### Reimbursement

Reimbursement Requests are requests to be reimbursed for a payment previously made on behalf of the PTSA, generally by PTSA members. Reimbursement Requests for budgeted expenses must be signed by the submitter (the payee), and approved by a Committee Chair or VP for that committee, or a Co-President. The payee and the approver may not be the same person.

Requests for payments outside of the approved budget will not be paid, and new requests must be handled through the Expenditure Request process.