

# Blessed Sacrament School PTO

Request for Purchase Form

OR

Expense Reimbursement Form  
(Must submit ORIGINAL receipts. Please see attached instructions)

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Method of check delivery:

- Mail to Vendor (please provide mailing address),
- Send home via backpack \_\_\_\_\_ grade: \_\_\_\_\_
- Please call ( \_\_\_\_\_ ) when ready for pickup at school office

Description of goods/services purchased: \_\_\_\_\_

Event for which the goods/services were used: \_\_\_\_\_

Chairperson's name: -----

Date Check Needed (if needed by specific date): -----

\*\*New Acct #s 9/1/18\*\*

Cost Categories:			
	OLD #:	NEW #:	
\$	8280.10	<b>TBD</b>	Auction Expense
\$	8180.10	<b>TBD</b>	Annual Fund Expense
\$	8280.15	<b>TBD</b>	Gift Wrap Sale Expense
\$	8280.30	<b>TBD</b>	Golf Tournament Expense
\$	820050B	<b>TBD</b>	Spirit Wear Expense
\$	8280.40	<b>TBD</b>	Used Uniform Sales expense
\$	744030B	<b>TBD</b>	Newspaper Subsidy -The Buzz
\$	7380E20/ 7380F20	<b>TBD/ TBD</b>	PTO Enrichment Program Expense
\$	745030B	<b>TBD</b>	PTO Graduation Expense
\$	691010B	<b>TBD</b>	PTO Hospitality Expense
\$	691020B	<b>TBD</b>	Social Events Expense
\$	691030B	<b>TBD</b>	Gifts Expense
\$	7335E10/ 7335F10	<b>TBD/ TBD</b>	Prof Dev Expense
\$	7580.10	<b>TBD</b>	PTO Misc Expense
\$	<b>TOTAL AMOUNT OF EXPENSE/REIMBURSEMENT</b> (must equal sum of amounts in the cost categories above)		

Approved By: \_\_\_\_\_

\_\_\_\_\_

Valerie Garcia, Principal

Warren Payne, PTO President

# INSTRUCTIONS

## Expense Reimbursement Form/Request for Purchase Form

### Purchasing Guidelines:

Purchases of \$200 or Less ---Purchases of \$200 or less may be made with verbal approval of the related event chairperson. The Principal and the PTO President approves these purchases after they are made, when the Request for Purchase and Expense Reimbursement form is presented with the attached **original** sales receipts. Use the Request for Purchase and Expense Reimbursement form to request your reimbursement for purchases of \$200 or less.

Purchases Greater than \$200 ---Purchases for amounts greater than \$200 must be approved, in writing, by the Principal and the PTO President. This approval must take place before the goods or services are purchased. These purchases must also have verbal approval from the related event chairperson. Use the Request for Purchase and Expense Reimbursement form to request pre-approval for your purchase of greater than \$200.

The approved form will be returned to you. After you've made the purchase, submit the **original** sales receipts attached to the pre-approval form for payment.

### Completing the Form:

This is a dual-purpose form. It may be used to request a reimbursement of an expense that did not require pre-approval (expenses of \$200 or less). Or the form may be used to request pre-approval for purchases of greater than \$200 before the purchase is made.

### Requesting Reimbursement for a purchase of \$200 or less:

Check the box next to 'Expense Reimbursement Form'. Complete all spaces on the form. In the section labeled expense categories, choose the expense description that best fits your purchase. If the purchase is for more than one event, you may split the total dollar amount among the appropriate expense categories. Attach all **original** sales receipts to this form.

### Requesting Pre-Approval for purchases greater than \$200:

Check the box next to Request for Purchase Form". Complete all spaces on the form. In the section labeled expense categories, choose the expense description that best fits your purchase. If the purchase is for more than one event, you may split the total dollar amount among the appropriate expense categories. Attach any vendor estimates or documentation to the form.

The approved form will be returned to you. After you've made the purchase, submit the **original** sales receipts attached to the pre-approval form for payment.

### Submitting the Form

Submit the form (for either purpose) to the Principal for approval. The Principal will forward forms marked Expense Reimbursement to the Financial Manager for payment. The Principal will forward forms marked Request for Purchase (pre-approvals) back to the requestor.