

How do I get reimbursed by the VES PTA for my expenses?

1. Incur expense

- If required, get approval from committee chair/ PTA Board before incurring expense

2. Important: Save ALL your receipts!!

3. Complete reimbursement form

- Download the expense reimbursement form from the VES-PTA website (Your PTA >> PTA Info >>Forms >> 2019-20 expense reimbursement form/ check request for parents and volunteers)
- Complete all fields on the form

4. Submit form & receipts

- Attach receipts to the complete form and drop it off in the PTA incoming mail box located at the school office across from Mrs. Hám's desk
- Send an email to treasurer@ves-pta.org to notify Kim Bryant that the forms have been submitted

5. Pick up reimbursement check

- Once the forms are received and reviewed, we will leave a check in an envelope with your name on it in the PTA outgoing mail box located at the school office across from Mrs. Hám's desk
- You will also receive an email notification from treasurer@ves-pta.org (Kim) indicating that the check is ready to be picked up

Please contact Kim Bryant at treasurer@ves-pta.org with questions. Thank you!