

Online Reimbursement Request Procedure

1. Committee Event Chair (prior to online submission)

- a. Verify Event
- b. Verify all itemized expenditures equals total amount of check being requested
- c. Verify all necessary back-up is included (i.e. receipts)
- d. Verify that no sales tax is included in reimbursement amount

2. Online Reimbursement Request (completed by Event Chair)

- a. Submit all expenses of the event online on the PTO Payment or Reimbursement request form.
 - Visit butler53pto.com website
 - Committees and clubs
 - Information for committee chairs
 - PTO payment or Reimbursement Request Form
- b. Fill out Reimbursement Google form and upload receipts/supporting documentation.
- c. Submit

3. Treasurer

- a. Review online reimbursement requests
- b. Verifies approval with PTO Executive Board Event Contact
- c. Write and send check
- d. Record check in appropriate account