

Percy Priest PTO

Spending and Reimbursement Guidelines

Thank you for all that you do for Percy Priest! Volunteers are a critical part of what makes this a wonderful school! If you have any questions about this document, please send an email to presidentsppe@gmail.com.

Collecting Money

1. Once logged, cash and checks should be placed in the lockbox secured to the wall behind teacher mailboxes using the deposit envelopes provided.
2. If the cash is greater than \$500, please alert the Treasurer immediately.
3. If the envelopes are not available, please include the following with each submission:
 - a. Your name
 - b. Account to be credited (e.g., Invest, Roar Store, Auction)
 - c. Cash total, check total, and overall total

Spending Money

1. Before making any purchases, please review your budget. Expenses in excess of the approved budget will not be paid unless they have been pre-approved.

- a. For most expenditures, the budget will have been vetted and approved by the Board.
- b. Teachers seeking reimbursement for professional development, conferences, etc. (expenses outside of their allotted amount in the PTO budget) must receive pre-approval from Dr. Young and the PTO. Travel expenses will be reimbursed according to the PTO's Travel Reimbursement Policy.
- c. If your budget is not sufficient, please alert the Treasurer prior to spending over budget in order to receive Board approval.

2. Tax Exempt Status

- a. The Percy Priest PTO is classified as a 501(c) (3) organization under the Internal Revenue Code. As such, the PTO is exempt from paying sales tax on qualifying purchases.
- b. The PTO will not reimburse sales tax paid unless sufficient explanation as to why sales tax was paid is provided on the PTO Authorization for Expenditures Form.
- c. The purchase of personal items with the PTO's Certificate of Exemption is not permitted. School purchases must be made separately from personal purchases, (i.e., please provide "clean" receipts that have school purchases only on them).

Purchasing Guidelines

1. Retail Purchase In-Store

a. To purchase tax-free, you must present the PTO's Certificate of Exemption to the retailer at the time of the purchase.

b. A (very) few stores will not recognize tax exempt status but will offer a 10% discount instead. The PTO will reimburse sales tax in these situations if it has been pre-approved by the Treasurer.

2. Ordering Online

a. If purchasing from a company not included in the table below, you will often have to contact a company's customer service department to establish Percy Priest as a tax-free organization.

b. If you need assistance with this process, please contact the Treasurer for additional help. Please note – this often means that an “instant purchase” is not possible.

3. Invoices

Many companies will generate an invoice that you can submit to the Treasurer to pay directly (without going through you). This is encouraged! Please print out the invoice and submit with an Expense Reimbursement form.

4. Contracts

All contracts should reflect our tax-free status.

Getting Reimbursed

1. Reimbursement requests should be submitted electronically at <https://www.percypriest.org/get-involved/pto-disbursement-reimbursement-request/>.

2. An electronic copy of the receipts **MUST** be uploaded to the request. Any exception must be cleared through the Treasurer in advance.

3. Reimbursement checks are written every two weeks. Depending on the timing of your submission, the turnaround time can vary (from a couple of days to two weeks). Please contact the Treasurer if you have questions regarding the status of your reimbursement request.