

MTS PTA Reimbursement Guidelines

1. Please complete a disbursement form for all amounts requiring reimbursement (please also use this form for start-up cash requests).
2. You must attach your original receipts to the form.
3. The form must be signed by the Chairperson prior to handing it in for reimbursement.
4. Checks will be written out once a month. Requests received prior to the executive board meeting will be ready for pickup at the following general membership meeting.

Reimbursements will no longer be made during general meetings. If a request is submitted at a general meeting it will be ready for pick-up at the next meeting. If a situation arises that requires payment in less than a month's timeframe, please contact the Treasurer via e-mail to make alternate arrangements.

A disbursement form is not required for items the PTA is paying directly to a 3rd party vendor. Please have the Chairperson sign the invoice for approval and submit the invoice to the Treasurer for payment.

2017-18 Treasurer Contact Information:

Patricia Stahl

201-745-5863

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