

Somerset Elementary School PTA Expense Reimbursement and/or Payment Request Form

Form prepared by (Please print): _____

Phone #: _____ Email: _____

Date Prepared: _____

Expenses:

Date	Description of Expenses (one line per receipt, include store/vendor name)	Amount
Total		

Cost Center (Budget Category/PTA Committee): _____

PTA President Approval (signature): _____

Payable to: _____

Payee Email Address: _____

Mailing Address: _____

Special Instructions: _____

INSTRUCTIONS *(Please read carefully to ensure timely processing)*

1. Include any sales tax where applicable. List each receipt as a separate line item above.
2. Obtain signature of the PTA President before submission, unless this is a teacher classroom reimbursement from the annual stipend, in which case such signature is not required.
3. Prepare separate forms for expenses that are to be billed to different PTA Budgets/Committees.
4. The PTA now uses bill.com for payments. We encourage you to setup your account and accept electronics payments to save time and money. Contact treasurer@somersetpta.com with any questions.
5. Submit completed expense form(s) and receipt(s) by scanning and emailing (including receipts, as a single PDF document please) to somersetpta@bill.com. You can also download the bill.com app from the app store and take a photo of the form and receipts to upload directly from your smart phone.
6. Unless otherwise requested, all payees will receive an invitation to join bill.com for this and future payments.

Please allow at least 10 days for check processing. Forms that do not have an approval signature, are incomplete, or have been filled out incorrectly, will be returned unpaid regardless of amount of expense.