

# Somerset Elementary School PTA

## Expense Reimbursement and/or Payment Request Form

Forms that are incomplete will be returned for completion and then resubmitted for processing.

Form prepared by (Please print): \_\_\_\_\_ Date Prepared: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

*If form is not completed by Payee, please include payee name, phone and email here.*

**Expenses**

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

**Cost Center (Budget Category/PTA Committee):** \_\_\_\_\_

Please prepare separate forms for expenses that are to be billed to different PTA Budgets/Committees.

**Budget Categories/PTA Committees**

**Fundraising:** Somerset Race, Scholastic Book Fair, Used Book Sale.

**Community Events:** Back to School Coffee, Back to School Picnic, Diversity Night, Skate Night, STEM Night. PTA Admin: Software, Dues, CPA Website, Insurance, Office Type Expenses, Bookkeeper.

**School Improvement:** Sound for the APR, Hand Dryers, Water Bottle Refill Stations, Playground Equipment, Desk and Classroom Supplies, Landscaping, technology.

**Teacher Support:** Teacher Stipends, Staff Appreciation, Professional Development.

**Student Support:** Career Day, Cultural Arts/Assemblies, Structured Recess, Scholarships for Field Trips, School Pantry, Agenda Books, Field Day, SOS, End of Year 5<sup>th</sup> Grade Party, Wellness Week, Mindfulness Initiative,

**Community Support:** (TIN, Speakers' Programs, Hospitality & Child Care, Volunteer Appreciation.

**Miscellaneous.**

**PTA President Approval (signature):** *President will review and approve authorized expenses on-line via Bill.com.*

**Any Special Notes...** \_\_\_\_\_

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

1. Scan and email this form and associated receipts as a single PDF document to [somersetpta@bill.com](mailto:somersetpta@bill.com). (Bill.com has a super app that can be downloaded from the app store, which then allows you take a photo of the form and receipts and upload them directly from your smart phone.)
2. If you have any questions, about anything, please contact Jon Franklin at [treasurer@somersetpta.com](mailto:treasurer@somersetpta.com). Thank you so much for all you do to help our students, staff and PTA events!

**NOTES**

1. Please allow at least 5 business days for check processing. Mailing times may vary.
2. The PTA now uses Bill.com for payments. Those seeking reimbursement or payment will receive an invitation from Bill.com to set up an account for payment processing after submitting this form, if you haven't already set up an account.
3. Please keep an eye out in your email for messages from Bill.com.
4. There are two ways to receive reimbursement. For the fastest and greenest reimbursement, please set up your account to receive electronic payments. Heads up, federal law requires Bill.com to ask for SS# for electronic payments. Don't worry, there is no tax

implication. Paper checks do not require SS# but are snail mailed with additional processing time and fees for the PTA. If paper check is preferred, enter mailing address here: \_\_\_\_\_

5.Bill.com is secure! If you use Paypal you have used a similar service. Electronic reimbursements save us time, money, and paper and are our preferred method for reimbursement.