

ST. JOSEPH MONTESSORI SCHOOL

Family Association Reimbursement Guidelines

The following guidelines should be used when needing reimbursement for an expense made on behalf of the SJMS Family Association (FA). Please contact a member of the FA Executive Committee should you have questions about your particular situation.

- Please use the Reimbursement Form any time you need money refunded to you or if you need a check before an event or expenditure.
- You **must** attach a receipt or purchase order to the Reimbursement Form in order to be reimbursed. Cash register receipts should be clearly understood. If not, please attach a list of purchases to the receipt for clarity. It is preferred that FA purchases not be mixed with personal purchases on a receipt. Try to have separate receipt for FA purchases to eliminate any confusion.
- Vendors may be paid directly by SJMS rather than incurring the cost directly and then having to request reimbursement.
- Do not exceed your budgeted expenditures. Any overages must be approved by the FA Executive Committee. Please notify the FA President or Treasurer regarding the reason for the additional funds. Whenever possible, gain approval on the overages before they are incurred to ensure proper funds are available.
- Requests for reimbursements must be submitted to the SJMS office manager Sandy Mason or the FA treasurer (Sam will put it in their mailbox) within 45 days of expenditure or by the end of the Fiscal Year (June 30th), whichever comes first.
- Individuals who make a purchase on behalf of SJMS/SJMS FA should use the **Tax Exempt ID** in order to avoid paying sales tax when possible. While everyone should strive to be thrifty when making purchases for the school, sometimes the best price will include sales tax. It is perfectly legal/acceptable to reimburse sales tax on a purchase made for FA use, especially when that purchase is the most economical choice.
- Make sure to indicate the budget category on the expense form. If you are unsure of the category, contact the SJMS FA Treasurer for assistance

**St Joseph Montessori School
Family Association
Financial Transaction Report**

EVENT or ACTIVITY: _____

Event or Activity Date: _____

Event Income Amount: \$ _____

Reimbursement Amount Requested: \$ _____

Description of items: _____

Family Association Account to be Debited: _____

Check Payable to:

Name: _____

Address: _____

Submitted By: _____

Phone Number: _____

e-Mail Address: _____

Signature: _____

Approved by Family Association Treasurer: _____

- *Attach necessary receipts*
- *Reimbursement Requests must be submitted to the SJMS Bookkeeper within 45 days of expense or by June 30, whichever comes first.*