

May Howard Elementary PTA

Procedures and Guidelines for Requests and Reimbursements

When requesting the PTA to provide funds for Professional Learning opportunity:

1. Download the **"Individual Professional Learning Request"** form from the May Howard PTA website on the "Teacher Resource" page at www.mayhowardpta.com.
2. Complete form and have an administrator sign
3. Return completed request form to the PTA Executive Committee for approval by either sending a digital copy to ptamayhoward@gmail.com or by placing completed forms in the PTA slot near the teacher's boxes.
4. We will then review each request at the following Executive Board meeting. Please be aware that we only meet once a month, so allow for this in your planning.
5. You will then be notified by email if the request is approved.
6. Once approved, you will then register and pay for the approved class/conference, make lodging reservations, and any other approved reservations with your own funds.
7. After attending the class/conference, you will then download the **"Travel Expense Statement for Reimbursement"** form and the **"Check Request Form"** from the May Howard PTA website on the "Teacher Resource" page at www.mayhowardpta.com.
8. Once the **"Travel Expense Statement for Reimbursement"** form and the **"Check Request Form"** are complete and all receipts are attached, please submit to the PTA Executive Board by placing all items in the PTA slot near the teacher's boxes.
9. If items are missing, forms will be returned to you until proper documentation can be provided.
10. After review, a check will be cut for your reimbursement.

When requesting the PTA to provide funds for educational resources in your classroom:

1. Download the **"Educational Resource Request"** form from the May Howard PTA website on the "Teacher Resource" page at www.mayhowardpta.com.
2. Return completed request form to the PTA Executive Committee for approval by either sending a digital copy to ptamayhoward@gmail.com or by placing completed forms in the PTA slot near the teacher's boxes.
3. We will then review each request at the following Executive Board meeting. Please be aware that we only meet once a month, so allow for this in your planning.
4. You will then be notified by email if the request is approved.
5. Once approved, you may then purchase approved items with your own funds and have them delivered.
6. After items have arrived, you will then download the **"Check Request Form"** from the May Howard PTA website on the "Teacher Resource" page at www.mayhowardpta.com.
7. Once the **"Check Request Form"** is completed and all receipts have been attached, please submit to the PTA Executive Board by placing all items in the PTA slot near the teacher's boxes.
8. If items are missing, the form will be returned to you until proper documentation can be provided.
9. After review, a check will be cut for your reimbursement.