**Carpenter PTO Reimbursement and Check Request Guidelines**

* Sales tax will not be reimbursed. There are no exceptions, this includes Costco and Amazon. Copies of the tax exempt form are available.
* The reimbursement / check request form has to be completed anytime there is a request for a check to be cut. There are hard copies in the PTO box in the school office and a word document is available for emailing request.
* The receipts or invoice needs to be included. Pdf’s or jpeg’s are acceptable if emailing the request.
* If emailing, the Reimbursement Form needs to be as a word document. The receipts should be pdf or jpeg. Also, if a jpeg, please check to make sure that the document can be read and large enough that it can be viewed on a computer and monitor. If we are unable to open a document, we will request that you resubmit as a pdf or jpeg.
* When saving the documents, please include last name in title.
* All email reimbursements are to be attachments and not embedded in the email. If the request is embedded, it will be returned.
* Please submit all reimbursement requests within 30 days of the event.
* The reimbursement check will be put in the PTO box in the office within one week of receipt of the request.
* We are trying reimbursement with online banking this year. If you would like the check mailed to you, please include your mailing address.
* If emailing the reimbursement request, please send to Meg at megrobinson2@live.com.

If you have any questions, please let us know.

Thank you and regards,

Co-Treasurers

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