

## **Procedures for Expense Reimbursement from Cougar PTO**

The following are the procedures for requesting reimbursements from Cougar PTO for the 2020-2021 school year.

1. Each chair should distribute the Expense Reimbursement Form to her committee members. A copy of this form is enclosed in the folder. Blank reimbursement forms are also available in the folder in the Treasurer's box which is located to the left of the Supply Store and available on the PTO website.
2. An Expense Reimbursement Form must be completed by each individual requesting the reimbursement (the person who is to receive the check). Do not group multiple committee members' requests for reimbursements on the same form.
3. All Expense Reimbursement Forms must be submitted WITH the supporting receipt within 30 days of the event. All May expenses should be submitted by June 1<sup>st</sup>.
4. Receipts and reimbursement forms should be placed in the Treasurer's box at the school or mailed to :  
Ann Bailey White  
9 Montrose Circle  
Birmingham, AL 35213

Please review these procedures with your committee members.

Thank you for your work on behalf of the Cougar PTO. Please email me with any questions.

Thanks-  
Ann Bailey White  
PTO Treasurer, 2020-2021  
annbaileywhite@gmail.com  
205.249.4438