

How to Get Reimbursed from the PTA

1. Pick up a PTA Check Request Form. They are available in the Teacher Workroom in the white wire rolling cart or online on the SRE PTA website. Remember to take a tax exemption form with you when you purchase items for reimbursement. The PTA cannot reimburse sales taxes paid.
2. Complete the form per instructions. Attach all receipts.
3. If you are a teacher, place the completed Check Request Form in the black stacking tray marked "PTA Check Request" in the Teacher Workroom.
4. If you are a volunteer, submit the form and receipts to your committee chair. Committee chairs should review and sign the form and place it and all receipts in the black stacking tray marked "PTA Check Request" in the Teacher Workroom.
5. Checks will be distributed to the appropriate Teacher mailbox or black stacking tray marked "PTA Check Pickup" within 1-2 weeks. If you do not receive your check within 2 weeks, please contact the PTA Treasurer.