

Wines School PTO Procedures for Requesting for Payment

Required:

1. Original itemized receipt indicating that payment was made OR an itemized invoice if requesting that payment be made directly to the supplier.
2. Completed Wines PTO Payment Request Form (see below for step to complete form).
3. Budget approval for the purchase. If you are not sure if your purchase has budget approval, please check with your event chairperson or with the PTO Treasurer (winesptotreasurer@gmail.com) BEFORE making a purchase.

Steps to complete the Wines PTO Payment Form:

1. Blank copies of the form are located in the PTO mailboxes in the copier room in the Wines office. An electronic copy can be found on the PTO website: www.winespto.org/docs
2. Follow the instructions on the form.
3. If the purchase is for the benefit of a PTO sponsored event or fundraiser, the completed form requires signature from the event committee chair person. Examples of PTO events include Run-a-Thon, Builders and Science Fair, Movie Night, Book Fair, Wines Wahoo, International Night, Science Olympiad, Country Fair, Auction and Raffle.
4. Place the completed form with receipts attached in the PTO mailbox.
5. Checks will be placed in the PTO mailbox in the Wines office for pick-up once they are written. If you prefer that your check be mailed to you, include a self-addressed stamped envelope with your completed payment form.

Additional Notes:

- Wines PTO is exempt from Michigan sales tax. Please ask your vendors to exclude tax from the amount of your purchase. Provide them with our tax id # - 81-0563687.
- Checks are generally issued every other week and will be placed in the PTO mailbox for pick-up. If you have an urgent need for a check or if you require a check the day of your event, please let the treasurers know by emailing winesptotreasurer@gmail.com.
- ALL REQUESTS FOR REIMBURSEMENT MUST BE RECEIVED BY MAY 31 EACH YEAR. Exceptions need to be communicated to winesptotreasurer@gmail.com before May 31.