

PSC Reimbursement Form / Purchase Order / Deposit/ Transfer

Step 1: Submission

Submission Process:

1. July 1-April 30, receipts must be submitted within 60 days of the purchase. After May 1st, receipts must be turned in no later than June 30th of the current PSC fiscal year.
2. Fill out Form.
3. Make copies of receipts, invoices or letters of request: attach. **NOTE:** receipts must include costs, taxes, name of vendor, address. Online receipts must show sales tax line item (even if it is zero).
4. Turn in to School Office for approvals. (Will be passed to school Principal first)

Select Type **Reimbursement** **Purchase Order** **Deposit** **Account Transfer**

Submitted by _____

Date Submitted _____ E-mail / Phone _____

List Type of Program Name of Activity/Item (i.e. Experienced Uniforms)

1. _____ Amount _____

2. _____ Amount _____

3. _____ Amount _____

Comments: _____

For Internal Account Transfer: From _____ To _____

Mail Check **Give Check to (enter name)** _____

Make Check Payable to

Full Name _____

Address _____

E-mail _____ Phone _____

Step 2: Approvals

PSC President _____ Date _____

RLS Principal _____ Date _____

Order of Processing: 1. Principal Approval: pass to Bookkeeper 2. Write Check: file original, pass copy to PSC President 3. Make copy, pass to PSC President 4. PSC President approval: provide signed copy to PSC Treasurer.

Step 3: PSC Treasurer Use

Account: _____ Amount Posted : _____ Date _____

Account: _____ Amount Posted : _____ Date _____

Account: _____ Amount Posted : _____ Date _____

Comments _____