

# American Academy PTO

## Pay Voucher Instructions

If you are filling out this reimbursement information, it probably means that you had an expenditure that you made on behalf of the school. The American Academy PTO would like to thank you for your volunteerism!

### **How do I get reimbursed by the PTO?**

If you are requesting a reimbursement for an item that is in the PTO budget or has been previously approved by the PTO, please fill out the attached pay voucher to include:

- Date you are submitting voucher
- Check box if you are an “employee” or “other”
- Payee name and address
- Description of expense (i.e. Mr. Todd’s Homeroom Party Expense)
- Receipt amount

If there are multiple receipts, please use one line per receipt and total at the bottom.

### **What do I need to turn in to get reimbursed?**

- Pay voucher with original receipt(s) attached
- One copy of the pay voucher document with copies of receipts

In order for the reimbursement to be processed, it must include the **original Pay Voucher, original receipts, and one copy of the entire packet.** Reimbursements that are not complete will be returned to you for correction and re-submission.

**PLEASE MAKE A COPY OF THE ENTIRE PACKET FOR YOUR RECORDS!**

### **Do I need to sign the Pay Voucher?**

No. The signature areas on the bottom part of the Pay Voucher are for PTO and DCEF use only.

### **How long will it take to get reimbursed?**

If all paperwork is complete, please allow 1-2 weeks for your reimbursement check to arrive. It will come from the Douglas County Educational Foundation (DCEF) in a perforated-type envelope.

***Please feel free to contact Amy Guth, PTO Treasurer ([jake4guth@msn.com](mailto:jake4guth@msn.com) or 303-688-4555) if you have any questions or need assistance filling out the reimbursement form.***