

Guidelines for Requesting Reimbursement for Home and School Activities

When purchasing on behalf of Gwynedd Square H&S Association, these are the guidelines that must be followed:

- You MUST submit a receipt/invoice in order to be reimbursed.
- You MUST use the tax exempt form for qualified purchases (not items for resale).
- Once the purchase is made, complete the form below, attach required paperwork, and place in the Treasurer's folder in the H&S mailbox. (Please allow 1 week for processing.)
- When requesting a check prior to getting the receipt (e.g. a field trip), please submit the name of the vendor/organization the check is to be written to and the EXACT amount of the bill. You will then be required to submit the receipt once the activity is over.
- No checks, without a receipt, will be written to individual H&S members or faculty.
- No cash advances will be issued. Except when requesting cash for start-up change to fill the cashbox for an event. (Please use Check Request Form for Cashbox)

If you have any questions, please contact Tonya Horst at gstreas@gmail.com

Check Request Form

For Gwynedd Square Home & School Funds



Check to be made out to: _____ Amount: _____

How should payment be made? Mail check directly, as instructed on bill/invoice (attached).
(If invoice needs to be mailed with payment, provide extra photocopy for treasurer)

Return check to requestor via _____
(name of child/teacher, if applicable)

Describe purpose of this purchase: _____

Other notes: _____

Requestor Information

Name: _____ Contact info: _____
(phone # or email address)

Signature: _____ Date: _____

- Attach all relevant receipts, invoices, etc. Put in envelope, labeled for Treasurer, and place in the Treasurer's folder in the H&S mailbox
- If you have questions, contact Tonya Horst at gstreas@gmail.com