



Reimbursements and Deposits

Why We Have These Rules

We handle money for the Loomis Grammar PTC carefully to make sure everything is **transparent, accurate, and documented.**

Who This Applies To

Anyone who:

- Pays for PTC expenses and requests reimbursement
- Collects or deposits money for the PTC
- Helps with PTC events or fundraising

Types of Transactions

1. **Reimbursements**
2. **Deposits**
 - a. Includes donations, fundraising proceeds, or event cash

How to Handle Transactions

Every transaction needs **two things**:

1. A completed form (paper or online)
 - a. **Paper Form (Old School)**
 - i. Located in the main office work room
 - ii. Less preferred method for reimbursements
 - iii. Mandatory for deposits
 - b. **Online Form (Digital): [PTC Deposit/Reimbursement Form](#)**
 - i. Preferred method for reimbursements
 - ii. For deposits, the online form will be completed by Jen Taylor once the paper form (and deposit) are submitted.
2. A receipt or other proof of the transaction

Ways to Submit Transactions

1. **Payments / Reimbursements**
 - a. Complete the paper form (**PTC Reimbursement Form**) or online form (**[PTC Deposit/Reimbursement Form](#)**). Information needed to complete forms:
 - i. Date of purchase
 - ii. Item or service purchased
 - iii. Payee name
 - iv. Amount
 - v. Receipt or invoice



- vi. Approval by a PTC board member
- b. Attach your receipt or invoice:
 - i. For the paper form, please attach securely with a staple or paper clip.
 - ii. For the online form, please upload a clear photo, PDF, or scan of your receipt/invoice.
- c. Submit your form
 - i. For the paper form, please place it (and attached receipts) in the **PTC box** in the main office.
 - ii. For the online form, please submit digitally.
- d. Your check reimbursement should be available to you within 1 week of submission, in the LGS office.

2. Deposits

- a. Using the **PTC Deposit Form**, count cash/coins/checks with **another person**.
- b. Verify the deposit count by **both** signing the form.
- c. Give the deposit form and funds to Jen Taylor (or PTC President).
- d. After using the paper form to complete the online form ([PTC Deposit/Reimbursement Form](#)), Jen Taylor (or the PTC President) will store the deposit in the PTC safe.
- e. The PTC Treasurer will deposit the funds and confirm the total with a deposit receipt from the bank.

Other Important Notes

Tip: Always make sure your form and receipt are together before submitting. It helps the Treasurer process things quickly!

Request: Please complete all reimbursements by **May 31st** of each school year.