

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.