

Class of 2021 Grad Night

Vendor Contract Approval and Expense Reimbursement Guidelines

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All relevant documents are available on our Google drive:

https://drive.google.com/drive/u/0/folders/1i1VxYJuZ_8hMSugrVNnExVsKTmpWNGo3

Vendor Contract Approval

- A vendor is a person or company who provides a service or sells goods
 - Examples: DJ, caterer, tattoo artist, etc.
- Contracts submitted for approval must include the following:
 - Contract
 - Completed check/reimbursement request form
 - Certificate of general liability insurance
 - Additional insured
 - Worker's compensation insurance
 - Current IRS W-9's
 - Hold harmless form
- Please review the 2020/2021 Insurance and Loss Prevention Guide to make sure activity is approved by the PSTA
<https://drive.google.com/drive/u/0/folders/14KNLPyc2cKW-N5gFBuBNfLDnnG-Pd5PT>
- Submit the entire packet to Grad Night 4th VP, Amy Vassel – please send complete packet to **avassel@mac.com**
- Contract will be presented at the next scheduled PTSA meeting for approval and will be communicated back to submitted

Expense Reimbursement

- Fill out check/reimbursement request specifically for Grad Night
 - Attach any applicable receipts
 - *Receipts with personal expenses in conjunction with Grad Night expenses will not be accepted.*
 - Request approval of Grad Night Chair specific to your area
 - Submit the completed check/reimbursement request form and receipts to Grad Night 4th VP, Amy Vassel - please send to **avassel@mac.com**
- Please submit all check/reimbursement requests with receipts in a timely manner
 - **Final deadline will be JUNE 15, 2021**
- Turnaround times may take up to two weeks, depending upon Treasurer availability.
Please don't hesitate to reach out to me with any questions.