

PTA: Getting Reimbursed, Paying a Vendor, and Depositing Money

Last updated October 2026

Use this page to get paid back for something you bought for the PTA, to have the PTA pay a vendor directly, or to turn in cash and checks.

What you need	Where to go
Get paid back or have the PTA pay someone else. You already paid for something or you have an invoice.	Submit an Expense Report One form covers both. Read below for instructions. NOTE: For teacher classroom grants, please upload a PDF of the email from Ms. Michelle for the receipt. Prefer your phone? Download ReimburseBee, then enter organization code RPMZUQ or scan QR code below.
Turn in cash or checks.	Read Depositing money to the PTA at the end of this doc.
Questions?	treasurer@emersonelementary.org

Reimbursement App – ReimburseBee

ReimburseBee is BeeKeeper's free app for iPhone and Android. It submits the same expense report, and it is the easier route when your receipts are on paper or already on your phone.



- Download **ReimburseBee**, then enter organization code **RPMZUQ**, or scan the PTA's QR code (from inside the app):
- Signing in is a code texted to your phone.
- **Photograph receipts** directly from the app.
- **It remembers your details and how you like to be paid**, so your next request is quicker.



Time to Payment:

The situation	What we do	How long
1. The budget clearly covers it.	The treasurer processes it with a second approver.	About 2 weeks for e-payment; up to 4 weeks for checks
2. The budget does not name it, but it fits a line that still has money.	We hold it for the next Board meeting and review it as part of the Treasurer's report.	2-4 weeks after the next Board meeting.
3. No budget line covers it and the Board will not use miscellaneous funds.	It needs a budget amendment, which gets approved at an Association meeting .	2-4 weeks after the next Association meeting (we hold only three a year).

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1. Before you spend

Make sure that the PTA has budgeted the money and approved the spending. Find the current budget in the [Budgets folder](#). Ask treasurer@emerson elementary.org before you commit to anything.

PTA money cannot buy some things, for example: gift cards and personal gifts for staff. Ask ahead of time if you are unsure.

You take the risk if you pay for something before anyone approves it. The PTA may not be able to pay you back.

Paying a person \$600 or more? If the PTA is to pay an individual or sole proprietor \$600 or more this school year (i.e. performers, interpreters, childcare providers, tutors, DJs, ...), we need a W-9 from them before we can pay.

2. Receipts Required

The [IRS requires](#) the PTA to keep documents showing **who we paid, how much, when, proof that it was paid, and what the money bought**. This information is usually on 2 documents: receipt/invoice and proof of payment.

Part 1. The receipt or invoice, which shows *what you bought*

It has to show all four of these.

- The date
- The store or vendor
- An itemized list of what you bought.
- The amount of each item

Part 2. Proof of payment, which shows *that you paid*

Often the receipt prints this at the bottom.

VISA ending 4821 09/03/2026 \$18.42

If your receipt shows that, the receipt also includes the proof of payment.

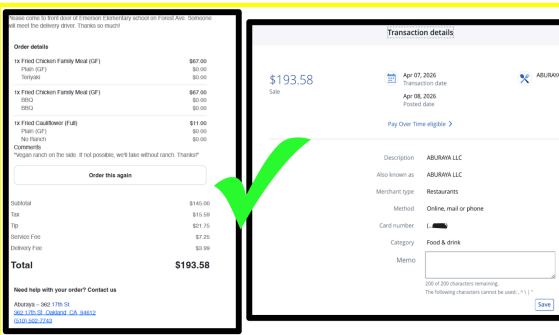
If it does not, you need to add a second file. Any of these work:

- A **screenshot of the transaction** from your bank or card app
- A **Venmo or PayPal confirmation** showing the payment went through
- A **credit card or bank statement**, blacked out so only the relevant line shows
- A signed [Cash Receipt Form](#) for cash, covered below

No, this comes back to you

<p>Please come to front door of Emerson Elementary school on Forest Ave. Someone will meet the delivery driver. Thanks so much!</p> <p>Order details</p> <table><tr><td>1x Fried Chicken Family Meal (GF)</td><td>\$67.00</td></tr><tr><td>Plain (GF)</td><td>\$0.00</td></tr><tr><td>Teriyaki</td><td>\$0.00</td></tr></table> <hr/> <table><tr><td>1x Fried Chicken Family Meal (GF)</td><td>\$67.00</td></tr><tr><td>BBQ</td><td>\$0.00</td></tr><tr><td>BBQ</td><td>\$0.00</td></tr></table> <hr/> <table><tr><td>1x Fried Cauliflower (Full)</td><td>\$11.00</td></tr><tr><td>Plain (GF)</td><td>\$0.00</td></tr><tr><td>No Ranch</td><td>\$0.00</td></tr></table> <p>Comments "Vegan ranch on the side. If not, we'll take without ranch. Thanks!"</p> <p>Order this again</p> <table><tr><td>Subtotal</td><td>\$145.00</td></tr><tr><td>Tax</td><td>\$15.59</td></tr><tr><td>Tip</td><td>\$21.75</td></tr><tr><td>Service Fee</td><td>\$7.25</td></tr><tr><td>Delivery Fee</td><td>\$3.99</td></tr><tr><td>Total</td><td>\$193.58</td></tr></table> <p>Need help with your order? Contact us</p> <p>Aburaya – 362 17th St 362 17th St Oakland CA 94612 (510) 502-7743</p>	1x Fried Chicken Family Meal (GF)	\$67.00	Plain (GF)	\$0.00	Teriyaki	\$0.00	1x Fried Chicken Family Meal (GF)	\$67.00	BBQ	\$0.00	BBQ	\$0.00	1x Fried Cauliflower (Full)	\$11.00	Plain (GF)	\$0.00	No Ranch	\$0.00	Subtotal	\$145.00	Tax	\$15.59	Tip	\$21.75	Service Fee	\$7.25	Delivery Fee	\$3.99	Total	\$193.58	<p>Transaction details</p> <p>\$193.58 Sale</p> <p>Apr 07, 2026 Transaction date</p> <p>Apr 08, 2026 Posted date</p> <p>ABURAYA LLC</p> <p>Pay Over Time eligible ></p> <p>Description ABURAYA LLC Also known as ABURAYA LLC Merchant type Restaurants Method Online, mail or phone Card number () Category Food & drink Memo</p> <p>200 of 200 characters remaining. The following characters cannot be used: , * ' "</p> <p>Save</p>
1x Fried Chicken Family Meal (GF)	\$67.00																														
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<p>This is an itemized list. This does not prove you paid for it.</p>	<p>This is a proof of payment. This does not show what you bought.</p>																														

Yes, this works

	
<p>This shows the vendor, the items, the date, and the total. The card line at the bottom proves payment, so one file covers everything.</p>	<p>Together, the itemized list and proof of payment show everything.</p>

Lost the receipt? The PTA Board has to review any request without documentation, and the PTA may not be able to pay. Check the store's order history or your email first.

3. Special cases

Amazon

Amazon invoices do not include payment information. Do this:

1. Wait until Amazon ships the item. There is no proof of payment until then.
2. Open **Your Orders**, then **Invoice**, then save it as a PDF. (We cannot accept disorganized phone screenshots.)
3. Click **View related transactions** on the invoice and save that too. It is your proof of payment.
4. Send both files.

Everything else

- **Paid cash?** Fill out a [Cash Receipt Form](#) and have the person who took the money sign it, unless you have another receipt. Childcare and custodial are the usual cases.

- **Paid by Venmo, PayPal, or Zelle?** Your confirmation proves you paid, but it is not a receipt because it does not say what you bought. Send the seller's itemized receipt or invoice too.
- **Restaurants, catering, warehouse stores.** Ask for the itemized copy rather than the card slip or a summary with only a total. They will print both if you ask.

4. Filling out the Form

The form runs as five steps: an overview, your details, how you want to be paid, your items, then a review screen.

Starting Info

Provide your information and the brief description.

- **Your details.** Name, email and phone, plus a brief description of the expense or event.
- **Brief Description.** This becomes the **memo** in the PTA's books, so name the project or event. Write "3rd grade field trip, Marine Mammal Center bus deposit" rather than "field trip".

How you get paid

Next, indicate how you want the money. Pick one of the four below.

Method	What we need from you
Check (Pick up)	Nothing. Collect it from the PTA.
Check (Mailed)	The address to post it to.
Venmo	The email, phone or username on your Venmo account. Want PayPal or Zelle instead, or want to donate it back? Choose Venmo, then write what you actually want in that box, for example PayPal, amy@example.com or Donate, amy@example.com .
Direct Payment to Vendor	Use this when you have an invoice and have not paid. Put the vendor's details in the description.

One entry per receipt/invoice

Finally, upload your receipts one at a time. Click **Add item** to add more than one. Delete mistakes with **Remove**.

- **Merchant** is the shop or the person you paid.

- **Amount** is what you are claiming from that one receipt.
- **Date** is the date on the receipt/invoice.
- The **Account** dropdown lists the PTA's budget lines. Pick the closest match (the treasurers can change it after you submit). Field trips and classroom supplies are listed per grade and per teacher.

Receipts (or Invoice)

- Every item needs a receipt showing the merchant, the date and the amount.
- **Each item takes more than one file**, so put the receipt and its proof of payment on the same item. An invoice goes here too.
- Photograph paper receipts with your phone and upload them straight from it. **You no longer need to combine anything into one PDF.**
- Receipts are scanned automatically and checked against the amount you typed, so a clear photo saves everyone time.

Deadline

Send your request as soon as you can.

Send every expense in for reimbursement by June 15. Our fiscal year closes June 30. We may not be able to pay requests that arrive after we close the books.

5. Sample Request for Reimbursement:

● — ● — ○ — ○ — ○

Emerson Elementary PTA

Your Name *

Amy Fire

Your Email Address *

amy.fire@emerson elementary.org

Your Phone Number *

(510) 919-2420

B *I*        

BUSD Bus to Tilden for K Field Trip



Emerson Elementary PTA

Let your organization know how you'd like to be paid. They'll confirm the method when they approve your report.

Check (Pick up) Pick up your check from your organization.	☐
Check (Mailed) We'll mail a check to the address you provide.	☐
Venmo Get paid electronically through Venmo.	☒
Direct Payment to Vendor Ask your organization to pay the vendor directly instead of reimbursing you.	☐

Venmo Email, Phone or Username *

Paypal -- amy@tentacle.net

Enter the email address, mobile number, or username on your Venmo account.

To be paid in an alternate method than listed, clearly specify in the Venmo field.

Previous

Next



Emerson Elementary PTA

Merchant *

BUSD Transportation

Amount *

\$ 250.00

Date *

October 1, 2026

Account *

Field trips - Grade K

Remove

Receipts



A receipt is required. Add every receipt for this expense — each should show the merchant name, date, and amount.

Remove

Select the budget category

Remove to delete the receipt

Add Item

Add another receipt

Previous

Next



Emerson Elementary PTA

Please review the information below before submitting your expense report. Ensure that all details are accurate and complete to facilitate a smooth review process by your organization.

Your Name

Amy Fire

Your Email Address

amy.fire@emerson elementary.org

Your Phone Number

(510) 919-2420

How Would You Like to Be Paid?

Venmo

Venmo Email, Phone or Username

paypal -- amy@tentacle.net

Description

BUSD Bus to Tilden for K Field Trip

Total

\$250.00

[Previous](#)

[Finalize and Submit](#)

*Sample attachments:

Receipt and proof 1 in one document:



Receipt 2:

5/13/26, 6:15 PM

Gmail - Your Order With Aburaya

Please come to front door of Emerson Elementary school on Forest Ave. Someone will meet the delivery driver. Thanks so much!

Order details

1x Fried Chicken Family Meal (GF)	\$67.00
Plain (GF)	\$0.00
Teriyaki	\$0.00
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1x Fried Chicken Family Meal (GF)	\$67.00
BBQ	\$0.00
BBQ	\$0.00
<hr/>	
1x Fried Cauliflower (Full)	\$11.00
Plain (GF)	\$0.00
No Ranch	\$0.00

Comments

"Vegan ranch on the side. If not possible, we'll take without ranch. Thanks!"

Order this again

Subtotal	\$145.00
Tax	\$15.59
Tip	\$21.75
Service Fee	\$7.25
Delivery Fee	\$3.99

Total **\$193.58**

Need help with your order? Contact us

Aburaya – 362 17th St
[362 17th St, Oakland, CA, 94612](#)
[\(510\) 502-7743](#)

Proof 2:

Transaction details



\$193.58
Sale



Apr 07, 2026
Transaction date



ABURAYA LLC

Apr 08, 2026
Posted date

[Pay Over Time eligible >](#)

Description ABURAYA LLC
Also known as ABURAYA LLC
Merchant type Restaurants
Method Online, mail or phone
Card number (...)
Category Food & drink
Memo

200 of 200 characters remaining.

The following characters cannot be used: , ^ \ | " ' & %

[Save](#)

Receipt 3:

Order Summary

Order placed April 21, 2026 Order # 112-0306777-8345011

Ship to

[Redacted]
[Redacted]
[Redacted]
United States

Payment method

Visa ending in [Redacted]
[View related transactions](#)

Order Summary

Item(s) Subtotal:	\$27.98
Shipping & Handling:	\$2.99
Free Shipping:	-\$2.99
Multibuy Discount:	-\$5.60
Total before tax:	\$22.38
Estimated tax to be collected:	\$2.18
Grand Total:	\$24.56

Delivered April 22

Your package was left near the front door or porch.



Scotch Magic Tape, Invisible, Home Office Supplies and Back to School Supplies for College and Classrooms, 6 Tape Rolls with Dispensers

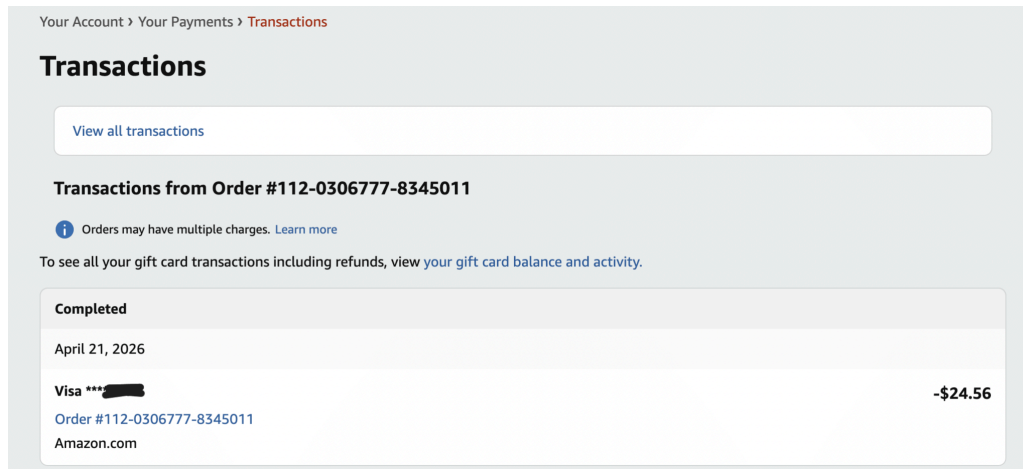
Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through May 22, 2026

\$13.99

Proof 3:



6. Double Check

- ☐ Every receipt is **itemized**.
- ☐ Every receipt has **proof you paid**, either on the receipt or as a second file.
- ☐ For Amazon, you have the **invoice PDF** *and* the **View related transactions** page.
- ☐ Your **Venmo handle or PayPal email is right**.
- ☐ Someone **approved the expense, or the budget covers it**. Email us if you are not sure.

7. Field trips

The PTA budgets money for each grade to help pay for field trips. The adopted budget sets the amounts every year, and they differ by grade. Look up your grade's line in the [Budgets folder](#) or ask treasurer@emerson elementary.org. The treasurer tracks each grade's spending, so you can ask what is left at any point in the year.

Teachers raise money from class parents once the grade uses up its PTA money. If you have to pay something upfront that costs more than the grade has, the PTA will cover it when the teachers commit to raising the money.

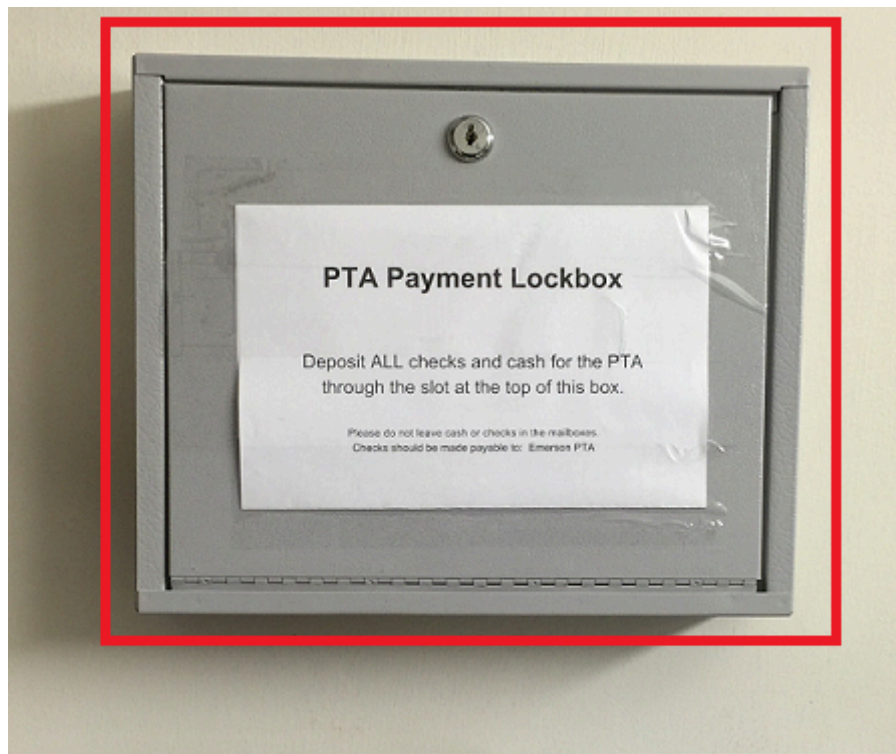
Send money you collect from families to the PTA to deposit rather than holding it. That lets parents claim a charitable tax deduction, and it avoids trouble when a teacher goes on leave or money sits from one school year to the next.

Money left in a grade's field trip line does not carry forward. Whatever is left at the end of the year returns to the general PTA account. It does not follow the students into the next grade.

8. Depositing money to the PTA

Put checks and cash through the top of the PTA lockbox in the nurse's office. A treasurer will stamp them and take them to the bank.

Do not put checks or cash in the Treasurer mailbox in the office.



Counting cash takes two people. They cannot be related by blood or marriage, and they cannot live in the same household. Both of them fill out and sign the [Cash Verification Form](#). Put the paper form in the Treasurer mailbox, or email a scan or photo to treasurer@emersonelementary.org. Checks do not need this form.

For Teachers – PTA Money for the Year

The PTA has a new (as of October 2026) form for requesting money. You can fill it out on the website or in the app. You can find the form and full instructions at emerson elementary.org/reimbursement. Email treasurer@emerson elementary.org with any questions.

For the 2026-2027 school year, the PTA has allocated you **\$[WITH RECEIPTS]**. To request this money from the PTA, you must submit receipts on the form above.

The PTA will additionally reimburse \$138 for Flocabulary this year. Submit the receipt / proof of purchase on the form above.

The PTA has provided you with a classroom grant of **\$[GRANT ALLOCATION]**. New this year, you need to request your grant through the form above. This lets you choose how you receive the money and confirm that supplies purchased are not otherwise reimbursed. Fill in your personal information and payment preference, then complete the other fields like this:

- **Description:** “Classroom grant; for use on supplies not otherwise reimbursed”
- **Merchant:** Your name
- **Account:** Classroom grant
- **Receipts:** Leave empty