MSP PTO Purchase Request/Reimbursement Instructions

Thank you for your willingness to purchase items on behalf of MSP PTO!

To ensure a smooth reimbursement process, please take note of the following guidelines:

1. **Written approval should be received before making any purchases.** Please send an email to mspPTO@montessoripensacola.com, along with the appropriate PTO representative, to obtain preauthorization.

   In your email, please provide the following details:
   - Campus/Classroom/Event the purchase is benefiting
   - Purpose and description of the item(s) to be purchased
   - Expected cost (For larger purchases, please include any comparative information used in the decision-making process of choosing a particular item/company/brand, if applicable.)

2. **Submit a request for reimbursement using the PTO Purchase Request/Reimbursement form within 30 days of your purchase(s).**

   When submitting your reimbursement request, please be prepared to provide the following information:
   - Date of Purchase
   - Person who pre approved the purchase
   - Classroom/Event the purchase was for
   - Purchase method (Paid personally or PTO Check/Credit Card)
   - Name of person to reimburse (if paid personally)
   - Description and amount of purchase
   - **Electronic documentation/image of receipt(s)**
   - Total of all receipts
   - Ordering location (N/A, if not applicable).

Thank you for your cooperation! Please don't hesitate to reach out to us at MSPPTO@montessoripensacola.com, if you have any questions or require further assistance.