



## **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 [mssppto@montessoripensacola.com](mailto:mssppto@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](mailto:MSPPTO@montessoripensacola.com), if you have any questions or require further assistance.