

## 2025-26 Maya Lin PTA Reimbursement Form Instructions

Got questions? Write to [mayalinptatreasurer@gmail.com](mailto:mayalinptatreasurer@gmail.com)

**Step 1:** [Review the deadlines for reimbursement](#) to understand when you will receive your reimbursement/check based on the date of submission.

**Step 2:** Gather or print your receipts/invoices. To be reimbursed by the PTA, or for the PTA to authorize a payment to a 3rd party, an **itemized** receipt or invoice is required for **every** purchase (i.e. not just showing a total charge, you need to show the items that were purchased). **Expenses that do not have an itemized receipt, or are missing a receipt, will not be reimbursed.** Originals are NOT required, receipts can be copied/printed for submission.

**We recommend making copies of your receipts in case they are misplaced.**

**Step 3:** Complete the "Maya Lin PTA: 2024-25 Payment Authorization/Request for Reimbursement" form.

Option 1 (Recommended): [Download the writable PDF form](#) that will calculate your total for you.

- After you click into the google drive link above, **download** the form.
- Go to the **Downloads folder** on your computer, and right click on the form. Use the "Open With" option to select your preferred browser (e.g. Google Chrome, Safari, Microsoft Edge, etc.).
- You should now be able to type directly onto the form in your web browser. Enter all required fields.
- **PRINT the completed form.** If you would also like to save a copy to your computer (recommended), from your Print function you can "Save as PDF."
- Note, if you have an Adobe Acrobat or Adobe Acrobat Reader account you can also open/save the form in those programs.

Option 2: [Print the form](#) and complete it with a pen. A limited number of forms will be available in the Maya Lin Office. Please [refer to this list of PTA Budget Categories](#) to assist in completing your form.

**Step 4:** Attach your receipts to the printed form (paperclip preferred, staple okay). Originals are NOT required, receipts can be copied/printed for submission.

**Step 5:** Drop your form and receipts off in the Maya Lin School office - look for the "Maya Lin PTA Reimbursement" basket, or ask a staff member if you cannot locate it.

### After Your Check is Issued

**Teachers/Staff** will pick up their checks in their mailboxes in the staff room.

**Maya Lin parents/community members/vendors** will receive their check via USPS mail.

