



2024-25 PTA Support Fund Use and Reimbursement Policy

Applies To: Mohr Faculty for any PTA Support Funds (e.g., Classroom Support and Specialist Stipends)

PTA Support Funds may be Used for:

- Items enhancing the educational experience and social development for students at Mohr School, such as curriculum, consumable classroom supplies, books, subscriptions to student magazine and learning apps, student webinars, classroom-based projects, merit-based incentives, and recess equipment.
- Field trips (incl. in-house field trips), provided that A) they are organized by faculty (not PTA), B) comply with all PUSD requirements (incl. insurance), and C) PTA only reimburses costs (not pays vendors directly).
- PUSD Graphics and warehouse purchases, photocopies, “stationary” items or office supplies, as long as PTA funds are used as “payor of last resort” (i.e., after any PUSD funds have been exhausted).

PTA Support Funds may NOT be Used for:

1. Tech hardware (e.g., computers, laptops, tablets, printers, phones, SmartBoard accessories, AirPods)
2. Toner/ink cartridges. Note: Each grade-level and specialist classroom will separately be provided with one toner cartridge/school year. Please reach out to Erin Stewart if your printer needs toner.
3. Furniture (unless prior approval is granted)
4. Staff professional development
5. Shipping costs (unless prior approval is granted)
6. Gift card purchases
7. Alcoholic beverages of any kind for any purpose

Please Note:

- All reimbursements are contingent upon the availability of funds for each staff member's account.
- At the end of the school year, any unused funds in your account will revert to PTA.
- Any single item > \$100 must be pre-approved by the PTA Treasurer in advance of purchase.
- The Mohr PTA Executive Board has the final decision on any reimbursement and reserves the right to change any part of these guidelines.

Reimbursement Procedures:

1. Submit a hard-copy [Reimbursement Request Form](#) following the instructions provided on the form.
2. Please submit receipts no later than 90 days after the purchase date and before April 30, 2025*.
3. The PTA will only reimburse receipts dated July 1, 2024 through April 15, 2025*.
4. All reimbursement requests will be either approved or denied within one month of submission.
5. Please keep a copy of your reimbursement documentation after submission.

** If you need an extension to any of these timelines, please contact our treasurer at treasurer@mohrtpa.org.*