FHMS PTSA Certificated Staff Reimbursement Information and Process

1. Purpose: The Finn Hill Middle School (FHMS) PTSA offers monetary reimbursement s to assist with extra school-centered learning expenses. Given both the limited monetary resources to enhance FHMS students’ educational experience and the availability of extracurricular activity funds through other organizations, these reimbursements will be available for learning opportunities and school improvements directly related to classes and students at FHMS.
2. Procedure
	1. A certificated staff member will complete a reimbursement application using the provided PTSA form at any time during the school year a need may arise. A receipt with the expense must be attached.
	2. The completed form is to be given to the office manager and Principal for review and determination if any District or Building Funds may be used for the Project.
	3. This form will then be submitted to the PTSA through their school mailbox and received by the President and VP The President and VP will review any reimbursement s received and present them at monthly FHMS PTSA Board Meetings for Board approval.
	4. The President and VP will notify the Reimbursement requestor of the Board’s decision.
	5. The Treasurer will disburse any funds as recommended by the Board.
3. Criteria for Reimbursement Approval
	1. The following criteria will be used in reviewing of reimbursement s:
		1. Amount of monies available to reimbursement
		2. Number of students who will benefit from reimbursement
		3. Availability of other funding sources for the proposed item/activity
	2. Any additional criteria the Board determines to be germane at the time of reimbursement review may be used along with the above criteria.
	3. If your reimbursement request is denied, you may reapply later in the year if funds are still available.
4. Future Funding and Use
	1. Repeat reimbursement applications are permitted until all specific staff reimbursements are utilized.
	2. All materials bought with PTSA funds are property of FHMS. They must remain at the school if the requester should ever leave.
5. Must comply with all PTSA guidelines and policies
6. Amendments or changes to this policy can be accomplished through review of the FHMS PTSA Board Members at a Board Meeting.
7. Questions and comments can be directed to FHMS PTSA President at FMHSPTSAPresident@gmail.com or FHMS PTSA Treasurer at FHMSPTSAtreasurer@gmail.com.

Principal’s Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finn Hill Middle School PTSA Certificated Staff Reimbursement Application

Date: Name of person requesting reimbursement:

Email address: Dept/Grade:

Amount Requested: # Students Impacted:

Reimbursement applying for:

 Classroom Use Reimbursement Inspiration Reimbursement Library Reimbursement

 Prof. Development – Teachers

Description in detail of how the money will be used (Please include receipts, supporting information, or quotes):

If partial funding is provided by the PTSA, how will the difference be funded? (Self, Building funds, Donors Choose, etc.)

Date of Activity or when money will be needed:

Dates that the PTSA Board meets to make award decisions for 2020-2021

9/13, 10/12, 11/9, 12/14, 1/11, 2/8, 3/8, 4/5, 5/10, 6/14

For FHMS PTSA Board Use:

Recommendation/Amount Awarded:

Date Approved/Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board Approval: