Boyce PTO
Reimbursement Rules

To receive reimbursement from the PTO, please complete a Request for Reimbursement form (RFR) and attach a receipt. All RFR must be submitted within 14 days of your event. Blank forms can be found in the Treasurer's mailbox located inside the school office or under the Treasurer and Budget tab on the Boyce website.

The total amount budgeted for your committee may NEVER be exceeded without PRIOR approval from the PTO membership. Committee budgets for the 2015-2016 school year are available on the Treasurer and Budget tab on the Boyce website for your reference. If you exceed your budget without approval from the Executive Board, it will be considered a donation to the PTO.

ALL COPIES MUST BE MADE THROUGH CENTRAL OFFICE. Please allow a minimum of 2 weeks turnaround time for copies. You will not be reimbursed for copies made outside of Central Office without prior approval from the Executive Board.

Checks will be written and distributed every 2 weeks. Please allow sufficient turnaround time when seeking reimbursement. Any concerns should be addressed promptly.

If your committee collects "CASH" monies throughout the year, please complete a USC PTO Deposit Form when submitting money to the Treasurer. All deposits must be counted by two (2) of the committee members and signed prior to submitting to the Treasurer. Blank deposit forms are also located on the Treasurer and Budget tab on the website.

ALL END OF YEAR REQUESTS FOR REIMBURSEMENT MUST BE SUBMITTED TWO WEEKS PRIOR TO THE LAST DAY OF SCHOOL (May 29, 2018) UNLESS YOUR COMMITTEE EVENT FOLLOWS THAT DATE.

Your cooperation is greatly appreciated!

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