

SOTA 1 expense reimbursement procedure

NEW - USING THE SOTA STEERING PRE-PAID DEBIT CARD:

SOTA steering committee has a pre-paid debit card that can be used instead of spending your own money and getting reimbursed afterwards.

1. Get approval from the steering committee. If it's in the annual budget, it's already approved.
2. Email the treasurer SOTA1treasurer@gmail.com. Include the following information:
 - Description of what is to be purchased
 - Dollar value needed
 - Expected date of purchase
3. The treasurer will load money onto the pre-paid debit card.
4. Buy stuff. Notify the treasurer when purchase(s) are complete.
5. Send receipt images to the treasurer.

GETTING REIMBURSED AFTERWARDS:

1. Get approval from the steering committee. If it's in the annual budget, it's already approved.
2. Save the receipts when you buy stuff.
3. Email the treasurer SOTA1treasurer@gmail.com. Include the following information:
 - Name and address to send the reimbursement check
 - Description of what was purchased
 - Receipt image - a picture from a cell phone camera is fine.
4. Specify one of the following payment options:
 - Venmo (be sure to include account name)
 - Mail to home (be sure to include the address)
 - School office mailbox (for teachers and staff only)
 - *Note: billpay is no longer being used due to delays and lost checks.*

Example Reimbursement email

Reimbursement: \$210 to Meagan Ronsman for Family in Need gift cards



SOTA1treasurer <sota1treasurer@gmail.com>

to me ▾

Reimbursement amount:

\$210

Reimburse to:

Meagan Ronsman
address...

Description:

\$160 gift cards purchased from Festival
\$50 gift cards purchased from Downtown Mainstreet
Money for this was given by SOTA members via Venmo.
Gift cards given to family in need

2 Attachments • Scanned by Gmail ⓘ

