

MEMORANDUM

To: All Grade Representatives, Room Parents and Committee Coordinators
From: Lolita Antoine, WPA Treasurer
Re: WPA Expense Reimbursement Information 2021-2022 School Year

Expense Reimbursement/Check Request Form must be completed when turning in WPA expenditures. This, properly approved and signed, along with all receipts, should be scanned and emailed to Lolita Antoine or turned in to the WPA Treasurer mailbox in Mod 400 for reimbursement. Forms improperly filled out will experience delays in payment.

Option 1: To expedite reimbursement, scan and email completed Expense/Check Request Form and all receipts to lantoine930@yahoo.com

Option 2: Completed Expense/Check Request Form can be placed in the WPA Treasurer mailbox/folder. Checks are typically cut on Thursdays and will be mailed to the “Check Payee” listed below, unless requested otherwise.

Do not request checks directly from the Administration Staff. If you are requesting a check to be written directly to the vendor, you must request this by completing the Expense/Check Request Form. This will ensure that the money is posted to the WPA.

Internal expense request: Please email the treasurer if you engage the service of Sage, “purchase” items from the development office, use WPA postage and copying codes or use Whitefield paper/envelopes.

Deposits: Most of you will never need to deposit money into the WPA account. Certain committees such as Teacher and Staff Christmas Fund, Used Uniform Sales and Book Exchange pass money through the WPA account. All cash and check deposits should be turned in using the **Money Collection Register Form**. In some instances, a spreadsheet detailing the name on check, amount, check number and purpose of deposit is required. **Please email the WPA Treasurer if you plan to leave cash for a deposit in the mailbox.**

Reimbursement Policy: Our budget is funded primarily by the school and must be adhered to. Therefore, all expenses must be turned in for reimbursement within **60 days** of the date they are incurred. The school must account for expenditures as close to the time they are incurred as possible due to strict guidelines set forth by the school’s bank.

Communication: Please be sure that all room parents, committee chairs or other volunteers you are working with understand and adhere to these procedures and know the budget for your grade/event. We truly appreciate our volunteers and want to make sure they understand the reimbursement procedures so their positive experience from the event/activity will continue throughout the reimbursement process.

Thank you for your part in ensuring that our financial accountability and reporting continues in a spirit of excellence.

Please do not hesitate to contact me if you have questions. I am honored to serve on the board and will assist in any way needed.

I can be reached at 404-550-7649 or lantoine930@yahoo.com.

Whitefield Parent Association 2021-2022 Expense Reimbursement/Check Request Form

All WPA expenses and Vendor Check Requests must be turned in to the WPA Treasurer using this form. Please **do not** go directly to Administration Building for checks to be written to vendors or to turn in cash.

Event Date: _____ Today's Date: _____

Check Payee: _____

Mailing Address: _____

Phone: _____ Email: _____

Grade/Committee/Event Name: _____

Description of Expenditure: _____

Did you collect money for this event? ___ Yes. ___ No. If yes, Amount: \$ _____

Requested reimbursement Amount: \$ _____

Requested by (if different from Payee): _____

Reviewed by: _____

(Review from one of the following: WPA President, Committee Chair, Grade Representative or School VP, as needed)

WPA Treasurer Approval: _____
(Reimbursement will **not** be processed without the approval of the WPA Treasurer)

IMPORTANT:

- 1) Checks are generally issued on Thursdays. For expediency, please submit your check/expense reimbursement request by **Monday at Noon in order to meet the week's processing schedule.**
- 2) For WPA budgeting purposes, please be sure expenses are submitted for reimbursement **within 60 days of the expenditure.**
- 3) Receipts substantiating the expense must be attached to this request form.
- 4) Request forms and receipts should be **scanned and emailed** or placed in the Treasurer mailbox located in Mod 400.
- 5) Contact Lolita Antoine, WPA Treasurer, at (404) 550-7649 or lantoine930@yahoo.com if you have any questions.

"Thank you for your willingness to serve"