

St. Joseph Home & School Spending Procedures

- 1 – Fill out "**Pre-Approval / Reimbursement Form**" **prior** to any purchase. Requestor should be aware of their budget limits PRIOR to purchase!

- 2 – Submit completed "**Pre-Approval / Reimbursement Form**" request to Home & School President for approval **AND** signature.

- 3 – Once "**Pre-Approval / Reimbursement Form**" is approved from Home & School President proceed with purchase **AND SAVE ALL RECEIPTS.**

- 4 – After item is purchased, complete the "**Reimbursement**" section of "**Pre-Approval / Reimbursement Form**" and staple receipts to form. No receipt means no reimbursement!

- 5 – Submit completed "**Pre-Approval / Reimbursement Form**" to Home & School mailbox in office "Attention Treasurer".

- 6 – Home & School Treasurer will process payment to purchaser if "**Pre-Approval / Reimbursement Form**" is complete and all receipts are attached.

- 7 – Purchaser may pick up check in school office in the Home and School Mailbox or have sent home in paper packet with oldest child. Only vendors will be mailed checks.

Contact Debbie Strauch if there are any questions

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Updated September 1, 2012