



PROCEDURES FOR PURCHASES & REIMBURSEMENTS

PURCHASES

LHS PTSA has access to significant discounts from numerous suppliers and free expedited shipping. LHS PTSA is also a tax exempt organization. To maximize PTSA funds, please complete and submit a **"Jeffco School Materials Order Form"** with the link of the item to be ordered. Upon approval, the item will be promptly ordered at a discount with free expedited shipping tax exempt. Examples of these suppliers are : Amazon, Oriental Trading, Michaels, Party City, Walmart, Office Depot/Max, Kohl's, Costco, Sam's, Subway, Hooters, Hobby Lobby, Black Jacks Pizza, Village Roaster, etc.

If a purchase exceeds the budgeted amount, a signature by the PTSA Treasurer and/or PTSA President will be required for authorization.

Vendors are required to provide detailed information for 1099 purposes i.e. Entity/name, address, phone, ID number. Should any additional information be required, vendor can be contacted directly.

If Vendor's charge exceeds \$2500, PTSA requires the vendor to provide a "Quote". If Vendor's charge is less than \$2500, PTSA requires the vendor to provide an "Invoice". Submit these as soon as possible to the PTSA Treasurer. Should there be plans to leave a tip, please include this on the original documentation and it will be included with the payment. When required, payment will be made before the event.

REIMBURSEMENTS

To be reimbursed for expenses, please complete and submit an **"Expense Voucher/Check Request"** form. Original receipts must accompany this form. Copies of receipts will not be accepted. It is highly recommended requests be made in a timely manner. **IMPORTANT** : \$300 is the maximum amount which can be requested for reimbursal at one time. Requests for reimbursement will be processed in a timely manner and checks can be mailed or handed out personally at PTSA meetings.

All documentation can be submitted to the LHS PTSA Treasurer as follows:
mail to PTSA Treasurer, % LHS, 9700 W. 8th Ave Lakewood, CO 80215 OR
email to Lakewoodptsa.treasurer@gmail.com OR
hand to Treasurer at PTSA meetings OR
place in the PTSA mailbox in the LHS Main office

For your convenience, this document is available on the LHS PTSA website at
<https://lakewoodptsa.weebly.com/documents.html>

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