

Check Issue Procedures
(for committee chairs, individuals, and teachers)

Below please find all pertinent information and specific forms required for the treasurer to issue a check for reimbursement.

Below please find what constitutes a completed request for Committee Chairs or Individuals:

Reimbursement/Payment: Please complete the [Reimbursement/Payment form](#) online and submit. You will then receive an email with your completed form that you'll need to print. Staple your receipts to the top of the form and mail to the address listed. Alternatively, you may obtain a hardcopy of the form in the Treasurer's Box at school.-

When submitting expenses for multiple categories, please submit a Reimbursement/Payment form for each category.

Please make sure to utilize a **Tax Exempt Form** for all purchases as we do not reimburse for taxes. Each Chairperson will be given a Tax Exempt Form at the beginning of the year and there will be extra copies located in a folder in the Treasurer's Box at school.

Contact the treasurer: Please feel free to email me, Ann Haley at ann@2haley.com. If urgent, please call me at 703.430.3436.