

Instructions for POST PROM Expense Reimbursement Requests to Individuals:

- 1) Complete POST PROM EXPENSE REIUMBURSEMENT REQUEST FORM (available on PTO website)
- 2) Submit completed request to Treasurer's envelope located in the PTO mailbox
- 3) Reimbursement checks will be mailed to the address on the request form unless arrangements are made to pick up check

Please Note: Reimbursements will not be made without a completed request form, original receipts and the approval of the committee chair.

Instructions for POST PROM Expense Reimbursement Requests to Vendors:

- 1) Invoice should be sent to STCE PTO, Attn: Treasurer, 1020 Dunham Road, St. Charles, IL 60174
- 2) Invoice will be paid upon approval of committee chair
- 3) Reimbursement checks will be mailed to the vendor

Please Note: Reimbursements of invoices will only be made to the vendor

Instructions for Pre-Paid Visa Requests for POST PROM Expenses:

- 1) Complete PRE-PAID VISACARDREQUEST FORM (available on PTO website)
- 2) Submit completed request to Treasurer's envelope located in the PTO mailbox
- 3) Treasurer will contact requestor when the Pre-Paid Visa is available to be picked up. (Since the cards are like cash, they will only be given directly to the requestor)
- 4) The requestor of the Pre-Paid Visa is responsible for submitting original receipts for all expenses incurred on the card. The requestor is responsible for reimbursing the PTO for any expenses that are not supported by original receipts.

Please Note: There is a charge to refund any unused balance on a Pre-Paid Visa card. Plan accordingly and do not request more than you expect to spend.