

Lincoln School PTO Expense Instructions for Chairpeople and PTO Members

Thank you for volunteering for the Lincoln School PTO! We rely on our parent volunteers to deliver many of the Lincoln programs that enrich our school. Please use these instructions if you are managing a budget for a Lincoln School PTO program or activity.

- **Planning Ahead:** All program chairs must contact the PTO Treasurer to confirm the expense budget for their program before you make plans and begin to incur any expenses. Please raise any concerns about working within your budget in advance to the PTO Treasurer as unapproved budget overages will not be reimbursed.
- **Sales tax exemption:** The Lincoln PTO is a sales tax exempt organization, and sales tax will not be reimbursed. To avoid incurring sales tax, you are being provided with a copy of the sales tax certificate in your folder, or obtain one from the PTO Treasurer. Providing this to a vendor is generally the required proof to avoid incurring sales tax. Our sales tax exempt ID for the Wyckoff PTO Coordinating Council (a 501(c)3 non-profit organization) is 460-884-153/000.
- **Incurring Expenses:** There are two methods to incur expenses for your program:
(1) Paying for those expenses yourself and then submitting for reimbursement or
(2) receiving an invoice for the expense and submitting a check request for direct payment from the PTO. Either method is acceptable, but must be approved prior by the PTO President, your designated VP or the PTO Treasurer.
 - For either method, use the **Expense Reimbursement/Check Request Form** at <https://lincolnschoolpto.ptoffice.com/forms-flyers/>
 - Copies of receipts (or the invoice for payment) must be attached to the completed Expense Reimbursement Form which must be signed by a Lincoln PTO Vice President or Program Chair before submission.
 - Either submit a digital copy of the signed form to the PTO Treasurer at lincolnschoolpto2017@gmail.com or hard copies of the form and attachments to Eric Powers, 90 Wood St, Wyckoff. If there is a rush request on the payment, please note this clearly.
 - Please expect a payment or reimbursement check within 7 days for non-urgent payments.

Please share this document with parent volunteers who may incur expenses for the PTO so they are aware of the relevant forms and protocols in advance.

Please reach out to the PTO Treasurer, Eric Powers at lincolnschoolpto2017@gmail.com or 917-685-2446 with any questions.