



Seth Boyden

Discover. Learn. Grow.

Rules for Requesting Reimbursement for Seth Boyden PTA Expenses

- Contact Jane Buchanan, PTA Treasurer, with a request for reimbursement Jmbuchanan22@yahoo.com or 646-644-4847
- To receive reimbursement, your email must include:
 - The purpose of the expense (ie. Which event or program the expense was used for)
 - A detailed description of each expense (ie: Starbucks coffee for first day coffee; paper goods for teacher luncheon; rental fee for meeting room; etc.)
 - Fully visible photographs or scanned copies of a receipt for each expense; you may also bring Jane paper receipts if you prefer.
 - The amount of each expense
 - The total amount to be reimbursed for all expenses
 - The name of the person to be reimbursed by check
 - The address for the check to be sent (alternatively, you may pick up the check directly from Jane)
 - Checks will be issued within 30 days of receiving receipts.

**Thank you for volunteering for
Seth Boyden!!**