

La Entrada Middle School



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2200 Sharon Road, Menlo Park, CA • laentradaptapt.org

Expense Reimbursement Policy

The PTA Executive Board has a fiduciary duty to ensure that PTA funds are allocated responsibly according to the annual budget approved by its General Membership. This policy outlines the process by which the Executive Board can ensure responsible governance.

1. Before spending any funds, committee members must familiarize themselves with their event/program budget. (For budgeting questions, contact the PTA Treasurer at treasurer@laentradaptapt.org.)
2. Committees must spend within the pre-approved program/event budget.
3. Please submit reimbursement requests within 60 days of completion of the program/event. The PTA Reimbursement Request Form can be found at www.laentradaptapt.org.
4. PTA members must make all reimbursement requests by May 30 of the current/previous school year. (Graduation celebration reimbursements may be submitted until June 15.) The Executive Board will decline overdue requests as it does not carry over expenses. After May 30, any reimbursements due will be forfeited and considered a donation to the La Entrada PTA unless the Executive Board pre-approved the expenditures under special circumstances.

Approved by the PTA General Membership 9.13.18