



# Mason Ridge PTO

## How to Request a Reimbursement or Vendor Payment

Thank you for your support of Mason Ridge Elementary School and the PTO!

**IMPORTANT!** The PTO will not reimburse Sales Tax. Please use the Tax Exempt letter to avoid paying sales tax on any PTO-related purchases. The Tax Exempt Letter is available online at <https://www.parkwayschools.net/Page/4109>. If you forget the Tax Exempt form when purchasing, please only submit the pre-tax amount for reimbursement.

Please follow the below instructions to be reimbursed for approved purchases or to request vendor payment by check or credit card.

- Complete the Mason Ridge PTO Payment Request form, which is available online at <https://masonridge.membershiptoolkit.com/>
- If you are not the Chairperson of the Committee, please make sure to obtain approval from your Chairperson PRIOR to submitting your form.
- You must attach electronic copies of receipts and invoices to the Request form.
- If you need to request that a personal reimbursement check be provided other than by US mail, please specify delivery instructions in the “Notes” section of the form (e.g., via backpack mail, etc.).
- For payments to be made directly to a vendor, payment can be made via check or PTO credit card. If you intend to request vendor payment by credit card, you should confirm with the vendor that there is no fee associated with this payment method as the PTO will not pay vendors via credit card if the vendor charges a fee for doing so.

### Timing

- Please submit all forms within 30 days of the purchase or within 2 weeks of the event, whichever is sooner.
- ALL TEACHER REIMBURSEMENT REQUESTS MUST BE RECEIVED NO LATER THAN OCTOBER 31.
- ALL OTHER REIMBURSEMENT REQUESTS MUST BE RECEIVED NO LATER THAN JUNE 1. NO REIMBURSEMENT REQUESTS WILL BE ACCEPTED AFTER JUNE 1.

Please contact [treasurer@masonridgepto.org](mailto:treasurer@masonridgepto.org) with any questions.