

CHECK REQUESTS AND REIMBURSEMENTS

Frequently Asked Questions

- **I made purchases as a room parent. How do I submit for reimbursement?** Complete a *Parents Association Check Request and Reimbursement Form* and attach paper copies of original, itemized receipts. Purchase NPS items on one ticket, separate from other purchases. Have the merchant/vendor include the tip, if given. Credit card records showing only the total paid is not sufficient for reimbursement, nor are scanned/electronic copies of receipts.
- **One of the event vendors has asked for a deposit. Can I request a check to give to this vendor?** Yes. Complete a *PA Check Request and Reimbursement Form* and attach a copy of the invoice from the vendor showing the deposit amount. Make sure to have your check request form signed by the event chair before submitting.
- **I completed a reimbursement form. How do I submit it?** You may drop off your form with original, itemized receipts for NPS items only in the PA mailbox located behind the NPS front desk.
- **As a room parent, I would like to personally cover a portion of a faculty/staff lunch costs (as an example). What is the process to do so?** Complete a *PA Check Request and Reimbursement Form* indicating the total you wish to donate on the TOTAL IN-KIND DONATION line and the balance on the TOTAL TO BE REIMBURSED line. Including your donation allows the PA to budget properly.
- **Where can I find a copy of the reimbursement forms?** You may download a copy from CardinalNet or email the PA Treasurer Bethany Velasco at home@velasco.com.
- **I can't figure out which account to use for reimbursement. What should I do?** For assistance, please contact the PA Treasurer at home@velasco.com or (202) 258-8339.
- **I plan to purchase juice for a class party while I'm out running errands. Can I just highlight the NPS purchases on the receipt before submitting for reimbursement?** No. Please ask the cashier to do separate transactions so the receipt submitted to NPS only contains those items purchased for NPS.
- **I need to request a check to give to a vendor by a specified date. What is the schedule for check runs?** All check and reimbursement requests are due in the PA Mailbox by 9 am on Tuesdays, for review and submission to the Finance Office later that day. Checks runs are usually done on Wednesdays with disbursement (or mailed to the requestor) on Thursdays. It is best to contact the PA Treasurer directly for any urgent requests.
- **I purchased items for NPS but forgot to use the tax exempt certificate. Can I still get a full reimbursement, tax included?** Yes. You will be reimbursed for the tax so include it on your *PA Check Request and Reimbursement Form*.
- **I need to make a large purchase. Is there a list of NPS preferred vendors?** Yes, before ordering please call or email Michael Browne in the Finance Office who can provide further details, mbrowne@nps-dc.org or (202) 537-7493.