

Procedures for Requesting a Refund or Depositing Checks

1. Purchases

- Please use our tax-exempt certificate and/or store tax numbers when making purchases.
 - A. Office Depot – #34686165 or #52744646
 - B. Walmart – #810255. Purpose Code 2 - Charitable. Issuing Store: #5045. Issuing State: Texas

2. Check Requests (Reimbursements)

- Please fill out a check request form (see **Handbook**: Forms-Check Request) and attach any store receipts when submitting.
 - A. You can send to Wendy via snail mail - please also send an email telling her the request is in the mail.
 - B. You can send through the Treasurer Portfolio at the meeting.
 - C. You can send through email: scan both the receipts and check request form and email. Wendy will still need the original receipts, so you can send those by mail or bring to the meeting.
 - D. You can hand deliver to Wendy's home. Wendy has a locked mailbox so you can leave it there if she is not home. Please send an email telling her the request is in the mailbox.
- Wendy will either mail your check or send the check to the meeting in the Treasurer Portfolio.

If you need a check sooner than regular mail or waiting for the next meeting, please note that Wendy will be home after 4:00pm each day and you can make arrangements to pick up the check.
- ***No reimbursement checks will be issued after June 20 so please get your check request submitted ASAP after you make any purchases.***

3. CHAIRMAN: When submitting Event Enrollment Checks

- Please fill out an itemized receipt form (see **Handbook**: Forms - Itemized Receipt). List checks in alphabetical order by teacher's last name.
- Wait to turn in receipt form and checks until **ALL** checks are collected from participating teachers.
- See above (under check requests) the ways to get the checks and itemized receipt form to Wendy. **PLEASE DO NOT MAIL** checks to Wendy.

Thank you!
Wendy Wells,
CCMTA Treasurer

Revised 2017