

## **Reimbursement Guidelines**

Armstrong is a 501(c) (3) organization, Texas Sales and Use Tax Exemption Certification

Texas Sales tax permit number: 17508864554

Federal EIN number: 75-0886455

When one applies for tax exempt status at a business, please use the info below.

Name: John S Armstrong

Phone number: 214.780.3100

### **1. Does the PTA reimburse sales tax?**

- No, the PTA does NOT reimburse sales tax. Please apply for tax exempt status with the information provided above. Sam's Club and Costco are the only two places that tax will be reimbursed.

### **2. Does the PTA reimburse tip?**

- Yes, the PTA will reimburse gratuity **up to 20%**.

### **3. Does the PTA reimburse costs for alcoholic beverages?**

- No, the PTA does not reimburse costs for alcoholic purchases.

### **4. What if I lost my receipt?**

- Do your best to obtain a duplicate if possible. A copy of your credit card statement blacking out everything except the PTA charge is acceptable in such circumstances.

### **5. Can I still be reimbursed if there is no way to get a duplicate receipt and I did not put the charge on my credit card?**

- This does happen occasionally, and each situation is handled on a case-by-case basis requiring approval from the PTA President for reimbursement.

## **Payment Guidelines**

**CHECKS:** Make checks payable to **ARMSTRONG PTA**

- The PTA encourages parents to make all payments/donations in checks or cash when possible, so that 100% of your donations will go to our students. When credit cards are used, the PTA absorbs the processing fee (approximately 3%).
- Inform the PTA Treasurer-Elect if your checking account is closed for any reason.
- Bounced Check Protocol:

- The PTA will ask for parent to reimburse for all fees associated with bounced check when one fails to inform the PTA Treasurer/Treasurer-Elect about the closing of a checking account.
- If the PTA deposits your check beyond 6 months from the stated date the check was issued, the PTA will absorb any fees and ask you to reissue a new check.

**CREDIT CARDS:**

Armstrong PTA accepts Visa, Mastercard, and Discover. American Express is NOT accepted due to high fees.