

2009/2010 Reimbursement and Check Requests Process

1. Please use the reimbursement form or check requests for vendors or reimbursement of personal expenditures. Copies of the form are available at Front Desk with Betsy Ball and on the Park website. When filling out the form the following information is needed:
 - Committee, event, or budget category
 - Description and total amount of expenditure
 - Your name and contact information
 - Payment:
 - ✓ To whom the check should be payable
 - ✓ Where it should be sent
 - ✓ When it's needed
2. In addition to this information, I will need the original receipts or invoice for all expenses. Please make sure receipts are clearly identified and totaled.
3. Check requests along with receipts may be left in the Treasurer's mail box (by the front desk) or mailed to me.
4. Please avoid using personal checks to pay vendors. It is easier if I write the check and keep track of expenses. If you need a check to pay a person or company the day of an event, I can prepare checks in advance to directly pay vendors. If possible, please notify me a week ahead of time.
5. Anytime a payment greater than \$600 is made to an individual, tax law requires Park to fill out a 1099 for that individual. This means we will need the individual's social security number and home address.
6. Tax exempt: Park, as a not for profit organization, is exempt from paying sales tax. Please use copies of the sales tax forms when purchasing items so we do not incur unnecessary tax expenses. Copies can be found at the front desk with Betsy Ball. Usually the ST2 form will suffice.
7. I will turn around check requests within approximately one week. If you need a check sooner than that, or if you have any questions, please contact me by email or phone at:
 - collinspisano@comcast.net
 - 617-823-4221 (cell)
 - 781-762-0632 (home)

Thank you for your help,
Lisa Pisano,
PA Treasurer
43 Whitney Avenue
Westwood, MA 02090

September, 2009