



## **Project and Equipment Money 2009**

Congratulations! You have been chosen to receive money from PCTA in support of projects or for needed equipment during Calendar Year 2009 (January 1 - December 31, 2009). To obtain these funds you are requested to use the forms attached to these instructions.

**IT IS VERY IMPORTANT THAT YOU PROVIDE RECEIPTS FOR ALL EXPENDITURES. RECEIPTS ARE REQUIRED FOR PAYMENT.**

**It is all important that you complete your Project Report Form and send it in. If you do not, your reimbursement WILL NOT be mailed to you and you WILL NOT be able to request another advance until the Project Report Form is received by Jennifer Tripp.**

### **ADVANCES:**

Where individuals are making purchases as PCTA volunteers, you may request up to 25% of your total grant in the form of an advance. If you have a series of projects or equipment purchases from a number of suppliers, we would request that you send in a reimbursement form (with receipts attached) after each project/purchase as a way of providing documentation of you expenditures. For multiple projects or purchases, these can be attached to your next advance request. Expenditures will be balanced against outstanding advances and the balance (positive or negative) applied to the next advance. With the last reimbursement form please either provide an account of expenditures to cover the remainder of outstanding advances, or include a check for the unused balance of advances.

### **REIMBURSEMENTS:**

When you make purchases, send in a reimbursement form with the receipts attached to PCTA in Sacramento. They will reconcile with any outstanding advances (see above) and send you a check up to the amount of your grant.

### **QUESTIONS:**

Contact Jennifer Tripp at [jtripp@pcta.org](mailto:jtripp@pcta.org) or call 916-243-9923.

### **PAPERWORK AND RECEIPTS:**

Send to Teresa Fieth at PCTA, 1331 Garden Highway, Sacramento, CA 95833.