

## Parent Advisory Council

# Reimbursements Guidelines

### Teacher Reimbursements- must have pre-approval

1. Purchases must have pre-approval from OCD director/asst. director
2. Complete purchase request form to be reimbursed
3. To receive reimbursement for materials and services purchased for the classroom, teachers must submit the reimbursement request form along with **original receipts** to the OCD director/asst. director, or the PAC mailbox.
4. If purchases exceed more than \$100, prior approval **must** be obtained by the OCD director/asst. director by completing the PAC Purchase Request form.
5. Notify the Treasurer at [pactreasurercc@gmail.com](mailto:pactreasurercc@gmail.com) so that requests are processed quicker (we check the PAC box regularly but will make sure to check it when we are notified).
6. The **request form must have the teacher's and a parent representative's signature** as well as the OCD director/assistant director's signature in order to be processed. The amount of reimbursement cannot exceed the amount in the classroom(s) account.
7. Receipts should be dated within the last **three** months to be eligible.
8. Replacement checks for lost checks will incur a \$20 bank imposed stop payment fee per check. This fee is the responsibility of the check payee and will be deducted from the amount reimbursed to the payee on the replacement check(s).
9. Please have items to be reimbursed on a separate receipt (not mixed with personal or other non-OCD expenses).
10. Amazon purchases that will be reimbursed must be shipped to OCD or the school site (district rule).
11. If more space is needed, you may use more than one form.
12. Please clearly specify the purpose of items- if you are willing to share an item (between classes or sites), funds from other accounts may be used to reimburse the purchase.

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# Fundraising Guidelines

### Fundraising Requests

1. Due to liability issues, all fundraisers taking place within the OCD program must be monitored by PAC.
2. All fundraising event requests will be approved at monthly Executive Board Meetings that take place the second week of each month. Please submit your request to the director or the PAC mailbox **by the end of the first week of the month prior to the fundraising event date**. You will be notified of the status of the request by the third week of that month.
3. Notify the board at [ocd.pac.ccusd@gmail.com](mailto:ocd.pac.ccusd@gmail.com) that a request has been submitted to ensure that we have received it and will discuss at the meeting.
4. All fundraisers must be approved by both the OCD Director and the PAC Executive Board **PRIOR** to the event date.
5. Please note that PAC is not exempt from CA state sales tax.
6. Collaboration between classrooms and sites is highly encouraged.
7. In general, in cases of collaboration, proceeds will be divided evenly among participating classes unless otherwise specified
8. Unless otherwise specified, **15%** of raised funds will go towards the OCD PAC general fund to support program-wide activities.
9. Funds raised must be spent during the current school year (a max of \$500 in the individual classroom fund can be carried over to the following year; remaining funds will be moved to the general fund). Any funds over \$500 will be re-allocated to the PAC general fund as of July 1<sup>st</sup> of every school year.
10. A fundraising \$ amount goal must be specified (with the understanding that actual funds raised may be more or less than the goal amount)
11. Fundraising must have a specific purpose; therefore, must specify in detail (vendor, purpose, description, estimated cost of item(s)) on the fundraising request form.
12. Participation in fundraisers is **optional** for all families.
13. Fundraising activities must be consistent with OCD rules, regulations, and guidelines.
14. Classrooms are limited to TWO individual fundraisers per academic year.
15. All profits from non-approved fundraisers will result in the forfeiting of all profits from the fundraiser. Remaining funds in the classroom fund will also be relinquished to the general fund.
16. For PAC fundraisers, 15% of funds raised for the general fund will be between individual classrooms