

2021 - 2022
PTO Purchase Process
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We will be going paperless and utilizing online forms for submission of requests for the 2021 - 2022 School year. Our hope is to streamline the process and make it easier to receive what is needed in the classrooms in a timely manner.

All requests are reviewed and paid twice a month, 1st & 15th.

This information will be posted on our website under Treasurer Forms at www.lakewaypto.org.

PTO Paid Subscriptions

We are attempting to consolidate subscription requests into a rhythm that works best for students and teachers and allows students continued use of subscriptions over the summer. We would like to move towards having all subscriptions be renewed annually in the August/September timeframe. The team leader must submit any subscription requests for the grade level or special by August 1. All subscriptions will be reviewed and approved by LWE Administration and the LWE PTO Board. If the request for a subscription is approved, the team leader will be contacted by LWE Administration with information about how to proceed.

Key Dates August 1 – Submission for all subscription requests in order to be considered for the upcoming school year.

PTO Classroom Grade Level/Staff Request

For this coming year, each grade level and special has been allocated a PTO budget. Requests against these budget line items must be submitted by the team-leader and will be approved by LWE Administration and the LWE PTO Board. The budgets also have expiration dates and are not to be exceeded without permission.

The **team leader** has three options for spending this budget as follows. Reminder that LWE PTO is tax exempt and no taxes can be reimbursed.

1. Make a request for a purchase to be made using a LWE PTO debit card
2. Make a request for a LWE PTO check to be paid to a vendor

3. Make purchases against a personal card/account and request reimbursement via check
 - a. There is not a 100% guarantee that your submission will be approved by LWE Administration and the LWE PTO. If your request is not approved, you will not be reimbursed. The request for payment can be made at https://docs.google.com/forms/d/e/1FAIpQLSd3ph4c2oGtdYw3tSDACwkgFCiMeM3Ais7DXqlywGF_USlpQ/viewform

Key Dates

November 1 - At least, ½ of the available classroom / special budget is to be spent by October 1.

March 1 - The remainder of the classroom / special budget is to be spent by March 1.

If the budget is not spent by these dates, it will be repurposed and no longer available.

PTO Board/Committee Members Request

Submit your requests via the google form for all payments/requests.

The **Board Member** has 4 options for spending the budget as follows. Reminder that LWE PTO is tax exempt and no taxes can be reimbursed.

1. Make a request for a purchase to be made using a LWE PTO debit card
2. Use a PTO debit card and upload the receipts here
3. Make a request for a LWE PTO check to be paid to a vendor
4. Make purchases against a personal card/account and request reimbursement via check