



Austin Parent Teacher Fellowship, Inc

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2014-2015 Budget and Purchasing Guidelines

- You and any parent purchasing items for your classroom must use the APTF Tax Exemption Certification form for all purchases. Enclosed in this packet is a copy of the tax exemption form. Please make copies as some merchants keep the form.
- When purchasing with personal funds please fill out the Reimbursement form (teachers need to fill this out when parents make purchases for the classroom) and turn the form into the school office. Please allow 2 weeks for reimbursement.
- You may request a check make payable to a merchant. Please allow 2 weeks.
- If you want to purchase off the internet thru APTF please fill out the Purchase request form and turn into the school office. Please allow 2 weeks for purchase to be made. Ryan Sanders will do any purchasing for APTF and is happy to assist you.
- If a special need arises outside of your budget, please provide a written statement of the need so that we can give it our full attention.
- Please be mindful of your classroom ledger. This will hopefully help you to keep track of your balance throughout the year as you must stay within your approved budget.