

## **Gypsy Reimbursement Instructions**

### *To Make a Purchase:*

1. Ask David to make the purchase for you. Someone with foresight gave the retired guy the company card. Having him join you to make your purchase will remove the need for a pesky reimbursement (but not the need for a pesky Expense Form). Take the receipt from David so that you can fill out that pesky form.
2. If you are making a purchase at Dorn True Value Hardware, you may say that you are making a purchase as David Lawver, Chris Phistry, or Pat Hetland (choose name as the humor strikes you) and have them charge it to our account there. This will save you from spending your own money, but please keep the receipt for Expense Form purposes.
3. If you are making a purchase at Menards, please be sure to take one of our Menards Tax Exempt ID's. Two will be located at the high school clipped to the Blank Expense Form tray and two will be located at the Market Street Building on the cork board to the right of the Board Member mailboxes. PLEASE remember to return the ID when you're done making your purchase, we only have the four (it should be easy to remember to return the ID because you'll have to turn in your completed Expense Form to the same place anyway).
4. If you are making an online purchase, try and find the item you want on Amazon and send the URL for the item to David (lawvd@charter.net). He'll make the purchase for you, and it will be tax free (thank you Amazon)! You will then have to work out with him who will handle the Expense Form.
5. Regardless of the situation, including of course if you end up making the purchase yourself, make sure to keep the receipt for the Expense Form.

### *To Fill Out An Expense Form*

1. With receipt in hand, obtain an Oregon Straw Hat Players Gypsy Expense Form. You can find this form under "Staff Resources" at the OSHP Gypsy Internal Resources page ([oshponline.org/gypsy/internal.html](http://oshponline.org/gypsy/internal.html)), in the Blank Expense Form file tray in the Oregon High School choir room, or to the right of the Board Member mailboxes in the Market Street Building. Only one receipt may be paired with each Expense Form.
2. Fill out the Expense Form. On the appropriate line, please indicate the date on which the expense was accumulated, your name as the person who is submitting the expense form, a description of the expense, the vendor from whom you received the expense, the individual expense for each appropriate budget line, and the total expense amount. Then, check a single box to indicate how the expense should be processed, and place the Expense Form with the receipt stapled to the back in the Completed Expense Form file tray in the OHS choir room or in the "Current Show" slot of the Market Street Building Board Member mailboxes.
  1. If you have made this purchase for another department head, you must also have that department head approve your Expense Form on the appropriate line.
  2. Please ask Alex if you have any questions at all on how to properly fill out an Expense Form. Improperly completed Expense Forms will only result in confusion and mismanaged funds, so please ask even the most mundane questions so that we can avoid any issues.
3. Check in with Alex if you have not been reimbursed after your anticipated reimbursement date. Things will occur that will cause delays, please bear with us as we do our best to get everyone their money on time.