



# CHMS PTO

## Sales Tax Reimbursement Policy

The Clarendon Hills Middle School PTO is a 501 (c)(3) tax-exempt organization. Therefore, sales tax will not be routinely reimbursed for any expenses submitted for reimbursement to the PTO. The tax-exempt letter is available in the PTO mailbox in the office, from your committee chair or from the Treasurer, Lana Ferren (lanafferren@gmail.com). Please have a printed copy with you when you go shopping for the PTO. You are not permitted to use the PTO tax-exempt letter for non-PTO purchases.

In certain circumstances, where a business does not accept our tax-exempt letter, exceptions may be made to reimburse sales tax at the discretion of the PTO Treasurer. For example, Sam's Club does not accept our tax-exempt letter without a PTO membership. PTO does not have a membership; therefore, sales tax may be reimbursed.

In the event that reimbursement for sales tax is required and falls into the exception category, please document this in your expense reimbursement request. If it meets the criteria, it will be reimbursed by the PTO Treasurer. No other exceptions will be made for sales tax reimbursement.