



Valhalla Elementary School 530 Kiki Drive Pleasant Hill, CA 94523

Valhalla Parent Faculty Association is a non-profit organization serving the needs of Valhalla Elementary School.

Our Federal Tax ID Number is 23-706-1836

Purchasing & Vendor Procedures for VPFA Events

Dear Valhalla Parent,

Thank you for volunteering to Chair/Co-Chair & coordinate a VPFA event! Please use this guide to help you understand the procedures for purchasing event items, booking paid performers, or working with vendors & food trucks.

BEFORE SPENDING, RENTING OR BOOKING

- ★ Please get the event's budget from VPFA President vpfapresident@gmail.com or VPFA Treasurer vpfatreasurer@gmail.com.
- ★ Communicate & coordinate budget with Co-Chairs & parent volunteers.
- ★ Use a spreadsheet to track spending.
- ★ If you need an increase in the budget, please contact the VPFA President before making further purchases.

WORKING WITH RESTAURANTS OR FOOD TRUCKS TO FUNDRAISE

- ★ Please work with businesses who will donate a percentage (usually 20%) of their sales to VPFA.
- ★ When convenient, please pick up the checks (**payable to "VPFA"**) from the restaurants/food trucks. Place checks in the Treasurer's Box in the Main Office.
 - Or, have restaurants mail checks (**payable to "VPFA"**) addressed to:
Valhalla Parent Faculty Association · 530 Kiki Drive · Pleasant Hill, CA 94523

WORKING WITH PAID PERFORMERS FOR EVENTS

- ★ Please request an invoice ahead of the event. In *most* cases, the VPFA Treasurer will have a check for payment available at the event.
- ★ Forward invoice to vpfatreasurer@gmail.com or place in Treasurer's Box in the Main Office with a completed VPFA Check Request Form found above the Treasurer's Box in the Main Office or at <https://tinyurl.com/mta5mumt>.

GETTING REIMBURSED FOR YOUR OUT-OF-POCKET EXPENSES

- ★ Save all *original* receipts from out-of-pocket purchases you make for an event.
 - If possible, please hold all *original* receipts until after the event so that one reimbursement check is written.
- ★ Attach receipts to completed [VPFA Check Request Form](#) (attached).
 - VPFA Check Request Form may also be found in the Main Office on top of the Treasurer's Box or email vpfatreasurer@gmail.com for a copy.
- ★ Requests received by the 10th of the month will have checks ready by the end of that month.

Thank you for all you do! You play a huge part in making Valhalla a very special place for our kiddos.

QUESTIONS? Email VPFA Treasurer at VPFAtreasurer@gmail.com.



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Check Request Form

Instructions: Complete this form → Attach *original* receipts → Place form and receipts in the Treasurer’s Box in the Main Office

Purpose of expense:

- Classroom supply, equipment, party, prizes, decorations, etc.
- Event Name: _____
- Other: _____

Person completing this form: _____

Amount: _____ Payable to: _____

Phone: _____ Email: _____

How would you like to receive the check?

<input type="checkbox"/> Office mailbox	<input type="checkbox"/> Mail to below address	<input type="checkbox"/> Bring to event
<input type="checkbox"/> Other		

Address: _____

Use funds from this account (if known): _____

Deadline: Form and receipts placed in the Treasurer’s Box by the **10th of every month** will have checks out by the end of the month.

If I choose to hold receipts until the end of the school year, can I still submit them for reimbursement?
Yes. Requests received by the last school day of the year will receive reimbursement checks by the end of June. VPFA will still process requests over the summer but expect a longer wait time to receive reimbursement checks in the mail.