

### **New Protocol for Tax Exempt Purchases**

The West Elementary PTA is **no** longer able to reimburse purchases made by Event Chair persons. NO individual reimbursements can be made in accordance of NYS Tax Exempt Laws. All seller payments must be made in the form of a PTA check with the NYS Tax Exempt Purchase form ST119.1.

When you chair an event, all purchases will need to be made with an officer of the PTA such as the President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary.

This can be done one of 2 ways:

1. You and the officer shop together
2. You give the officer a list and they shop for you

Each chair person will have a contact person from the board who will be the one to assist with the purchases and be able to answer any questions you may have.

\*We are sorry but NO exceptions can be made.\*

Sincerely,

Mary Walczak, West Elementary PTA President  
Lucy Murray, West Elementary Treasurer