



WINS Payment Request/Reimbursement Form Instructions:

- Submit your expenses promptly as they occur and are paid for, through the WINS website: [Main menu/Volunteer/WINS Payment Request/Reimbursement Form](#) or use the link <https://www.williamswins.org/reimb>.
- Provide all receipts, invoices along with the **payment confirmations**.
- All expenses must be submitted within 30 days of expenditure. In the case of events occurring on the final day of the school year, reimbursement requests should be submitted within two weeks following the event.
 - Reimbursement is required on providing an itemized receipt or invoice. WINS cannot approve requests supported solely by bank statements, checks, or shipping details that do not provide an itemized breakdown of purchases and the taxes paid.
 - WINS cannot reimburse purchases made with your gift cards or reward points. Please refrain from using your Amazon gifts/points for these transactions, as we cannot provide reimbursement for them.
- No personal expenses will be reimbursed. Should you intend to make personal purchases at the same store, please set those items apart and pay for them in a separate transaction.
- WINS cannot allocate funds for the exclusive benefit of a single individual or group within a class. Additionally, the WINS is unable to provide reimbursement for personal benefits such as gift cards, meals, or tickets to events like concerts, auction dinner, membership that could be given to teachers. It's essential that all expenditures serve the broader community and not just specific persons.
- To request a payment directly to a vendor, complete online form and enclose the invoice. Provide any additional information in the Notes section, such as payment terms and methods.
- We will process payment requests in the order they are received. Contact the CFO/Treasurer for urgent payments. Please allow 5-10 days for reimbursement payments to be processed by check.
- Incomplete forms and missing receipts and invoices may result in processing delays or rejections.