

## 2017-2018 Room Party Reimbursement Guidelines

There are two class parties the PTC will provide reimbursements for during the 2017-2018 school year:

- Winter Party
- End of Year Party

For the winter party, all reimbursement requests must be submitted to the Treasurer by January 31st, 2018. Any winter party reimbursement requests submitted after that date will not be reimbursed unless they are re-submitted with the end of year party receipts. This will allow for a clear cutoff date for the Treasurer to provide an updated "amount available" for the end of year party. For the end of year party, all requests must be submitted by June 19th, 2018 (last day of school) and deposited no later than June 30<sup>th</sup> 2018.

It is the responsibility of the Room Parent(s) purchasing party items and requesting reimbursement to clarify what the available funds are prior to party planning and making purchases. No reimbursements above the allocated budget for the year will be honored. Original receipts are needed for reimbursements, please attach to your reimbursement request form.

Please email [Treasurer@Hiteonptc.org](mailto:Treasurer@Hiteonptc.org) for any questions.

Thank you,

Megan Mumford

Please make sure to provide the Teacher's name for party reimbursement requests.

### Hiteon PTC Reimbursement Form

First/Last Name (for check) \_\_\_\_\_  
Phone or Email \_\_\_\_\_ Date Submitted \_\_\_\_\_

Amount	Purchase Description	Event/Category to Charge*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	<b>Total</b>	_____

\*Please include Staff name for Classroom parties or Staff Account Reimbursements.

**STAPLE ALL RELATED RECEIPTS TO FORM AND PUT IN TREASURER'S BOX IN PTC ROOM**

~~~~~ For PTC Use ~~~~~

Date \_\_\_\_\_ Amount \_\_\_\_\_ Check # \_\_\_\_\_ Budget Category \_\_\_\_\_