

## 2020 - 2021 Room Party Reimbursement Guidelines

There are two class parties the PTC will provide reimbursements for during the 2021-2022 school year:

- Winter Party
- End of the Year Party

For the Winter Party, all reimbursement requests must be submitted to the Treasurer by **January 31, 2021**. Any Winter Party reimbursement requests submitted after that date will not be reimbursed unless they are re-submitted with the End of the Year Party receipts. This will allow for a clear cutoff date for the Treasurer to provide an updated "amount available" for the End of the Year Party.

For the End of the Year Party, all requests must be submitted by **June 1, 2021** or at the very latest, by **8:00 a.m. on the last day of school**. All checks must be deposited no later than **June 30, 2021**.

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, so please attach them to your reimbursement request form.

Please e-mail [treasurer@hiteonptc.org](mailto:treasurer@hiteonptc.org) for any questions.

Thank you,  
Hiteon PTC Treasurer

### Hiteon PTC Reimbursement Form

Name (for check): \_\_\_\_\_

Phone/E-mail: \_\_\_\_\_ Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount	Purchase Description	Event/Category to Charge <i>(Include Staff Name for Classroom parties or Staff Account reimbursements)</i>
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	<b>TOTAL</b>	_____

**STAPLE ALL RELATED RECEIPTS TO FORM AND PUT IN THE TREASURER'S BOX IN THE PTC ROOM. THANK YOU!**

#### For PTC Use

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Budget Category: \_\_\_\_\_