

Hiteon PTC 2022 - 2023 Room Party Reimbursement Guidelines

There are two class parties that the PTC will provide reimbursements for during the 2022 - 2023 school year - Winter Party (all grades) and the End of the Year Party (Kindergarten - 4th Grade).

Winter Party

All reimbursements requests must be submitted to the Treasurer by **Tuesday, January 31, 2023**. Any Winter Party reimbursements 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.

End of the Year Party

All requests must be submitted by **Wednesday, June 21, 2023** and deposited no later than **Friday, June 30, 2023**.

It is the responsibility of the Room Party Volunteers 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 with your reimbursement request form.

If you have any questions, please feel free to send an email to treasurer@hiteonptc.org.

Thank you,
Hiteon PTC Treasurer

Hiteon PTC Room Party Reimbursement		
Name (for check): _____		
Email: _____ Phone: _____ Date: _____		
Amount	Purchase Description	Event/Category to Charge (Include Staff Name for Classroom Parties or Staff Account reimbursements)
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	TOTAL	
<i>STAPLE ALL RELATED RECEIPTS TO FORM AND PUT IN THE TREASURER'S BOX IN THE PTC ROOM OR MAIL ROOM. THANK YOU!</i>		

<i>PTC Use Only</i>			
Date: _____	Amount: \$ _____	Check # _____	Budget Category: _____