



ROOM PARTY REIMBURSEMENT GUIDELINES

Hiteon PTC

There are two class parties that the PTC will provide reimbursements for during the 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 **January 31st**. 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 **before the last day of school** and deposited no later than **June 28th**.

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