



Reimbursement Form

This is a request for funds from the Hollywood Hill PTA. The expenditure for which these funds are to be used is part of the approved Budget for the year.

1. To whom is the check to be written:

Name _____

Address _____

Treasurer to complete

Check # _____

Date _____

Amount \$ _____

2. Purpose (what is/was the money spent for?)

3. Date the check is needed? _____ Amount of check: \$ _____
Date this form was submitted? _____

4. Contact details of the person submitting this form (if different from above)

Name _____

Phone _____

5. Approved by:

Committee Chairperson Executive Officer

6. Tape receipts to the back of this form. Use additional papers if necessary.

7. Please indicate the budget which is to be charged:

FAMILY LIFE AND HEALTH

- School Dance
- Reflections
- Field Day
- Emergency Prep
- STEM Fair
- Talent Show
- Art Walk
- Fall Festival
- Literacy Night
- Movie Night
- Cultural Enrichment
- Other Family Life _____

GRANTS

- Assemblies / Programs
- Classroom Grants (< \$150/yr)
- Approved STAFF GRANTS
- Field Trips
- Room Parents
- Other Grants
- Student Publications
- Nurse Supplies

FUNDRAISING

- Popcorn
- Membership
- Spiritwear
- Event Night/Auction
- Fun Run
- BINGO Night
- Pass the Hat
- Other Fundraising _____

OUTREACH

- Open House Social
- First Day Coffee
- Educational Advocacy
- Ambassador Program
- Staff Appreciation
- Food Drive
- Artist in Residence
- Scholarship Enrichment
- Scholarship HHE Fund
- Veterans Day event/ activity
- Hospitality
- Family Social
- WSPTA Awards
- Volunteer Recognition
- Other Outreach
- School Beautification
- Community Serve Day
- 5th Grade Moving Up

STUDENT ENRICHMENT

- Art Docent
- Theater
- Math Club/Team
- Choir/Marimba Club
- Geography Bee
- Book Club
- Spelling Bee
- Other Student Enrichment _____

Special Needs

- Diversity Awareness
- Family Outreach
- Sensory Supply Outreach _____

ADMINISTRATION

- Insurance
- Training/Seminars
- Filing/License fees
- Copying
- Supplies
- Treasurer's Software/Tax Prep
- NSF/Bank Fees
- Website
- Contingency
- Prior Year Expenses
- Other Admin Expenses