

Expense Form



Date of request _____ Requested by _____

Make check payable to _____ Amount _____

Budget Category to be charged

_____	Amount _____
_____	Amount _____
_____	Amount _____
_____	Amount _____

See reverse side for categories

Delivery information

- Send home with my child Child's name _____
- Place in my PTA folder Grade _____ Teacher _____
- Mail to address on invoice
- Other

Signatures

Requester's signature _____

VP's signature _____ Date _____

VP's signature _____ Date _____

(needed only when charging an additional category)

President's signature _____ Date _____

For Treasurer's use only

Date recv'd _____ Chk Date _____ Chk # _____ Check amount _____

Treasurer's signature _____ Date entered in Quicken _____

Budget Categories for Expenses

Academic Enrichment

- Art Enrichment, Cultural Arts
- Citizenship
- Curriculum Support and Supplies
- Exceptional Students
- Environmental Education, Recycling
- Math, Science Enrichment
- Reading Enrichment
- Reflections
- Technology Enrichment

Communications

- Directory
- Membership Campaign
- Open House
- Yearbook
- Reports
- Email
- Public Relations

Community Relations

- Business Partners
- Caring and Sharing
- Day at Capitol
- Landscape
- Legislative

Student and Family Programs

- Caring and Sharing
- Field Day, Jump Rope
- Fifth Grade Activities
- Fun Run
- International Night
- Kindergarten Kickoff
- Red Ribbon, Drug Awareness
- Spirit Days

Operations

- Audit Fees
- Bad Debt
- Donations GA State PTA
- Incorporation Fees
- Insurance
- Leadership Education
- NFCPTA Donations, Dues
- Office Supplies
- Photocopying
- Postage and Shipping
- School Enhancements

School Support

- Hospitality
- Newcomers
- Student Incentives
- Teacher and Staff Appreciation
- Volunteer Appreciation
- Volunteer Coordinator
- Homeroom Reps
- Parent Workshops
- Staff Breakfast

Ways and Means

- Bruster's
- Family Game Night
- Family Portrait
- Gift Wrap
- Box Tops
- Friends of Hillside
- Media Center Donation
- School Store
- Spirit Wear
- Fall Carnival

Procedures for requesting a check

- 1 Attach **all** applicable receipts, regardless of dollar amount.
- 2 If you want Hillside PTA to directly pay the vendor, attach the **original** invoice and relevant payment information.
- 3 Make sure your **VP and a President sign** the form.
- 4 Checks will be written twice a month and distributed as indicated on the form. If you need immediate reimbursement, please make arrangements with the Treasurer.