

Woodside PTA 2020-2021 EXPENSE REIMBURSEMENT FORM

Date			email:		
Submitted by:					
Address:			Check Payable To:		
Telephone:					
Financial Row	ENTER Amount	Budget Amount	Financial Row	ENTER Amount	Budget Amount
Event Expenses			Operating Expenses		
Auction Party		\$0.00	Bank Charges		\$50.00
Back to School BBQ		\$0.00	District Insurance		\$220.00
May Day BBQ / Carnival		\$0.00	District Membership Dues		\$616.00
Pumpkin Carving Contest		\$100.00	Tax Prep and Acctg Fees		\$800.00
			Pay Pal Fees		\$150.00
Fundraising Expenses			PTA Donated Funds		
Paper Scrip - Shipping		\$0.00	After School Club Scholarships		\$0.00
Picture Day		\$3,000.00	Teacher Grant Program		\$5,000.00
Other Fundraising Expense			Woodside Village Church		
			Other PTA Donations		
Garden			Printing		
Garden - Capital		\$0.00	Directories (Konstella - no printing)		\$600.00
Garden - Operating		\$0.00	Other Printing		
Hospitality - Community			Programs		
Back to School Coffee		\$400.00	Original Art		\$2,000.00
Back to School Teacher Luncheon		\$600.00	PTA Art Grant Program		\$1,000.00
Middle School BBQ		\$0.00	Parent Education		\$0.00
Other Hospitality		\$0.00	Common Ground		\$3,200.00
PTA Meeting Hospitality		\$0.00			
Staff/Teacher End of Year Brunch		\$600.00	Recognition and Appreciation		
			Other Recognition/Appreciation		\$0.00
Miscellaneous			PTA Recognition Gifts		\$3,000.00
Face Masks		\$430.00	Staff/Teacher Milestones/Retirement		\$850.00
Spiritwear		\$1,500.00			
			TOTAL REQUESTED		
NOTES:					
1. Purchases over \$100 must be approved by appropriate VP before spending					
2. Check budget amount before spending					
3. Receipts must be attached to form					
4. PTA may not purchase alcoholic beverages					
5. Submit reimbursement form to PTA Treasurer in Office folder marked "Expense Reimbursement"					