

Woodside PTA 2023-2024 EXPENSE REIMBURSEMENT FORM

Date:	Payable To:
Submitted by:	Payment Method:
Email:	If Electronic Payment Officer Signatures:
Telephone:	President:
Memo/Notes:	Treasurer:

Financial Row	ENTER Amount	Budget Amount	Financial Row	ENTER Amount	Budget Amount
Fundraising Expenses			Programs the PTA Passes-through for Depts		
Family Photos		\$80.00	Original Art		\$7,000.00
Picture Day		\$4,750.00	Readathon		\$7,000.00
Spiritwear		\$6,600.00	Garden Fest/Garden		\$7,450.00
Parent Child Dance		\$1,000.00	PTA Student Programs Scholarship Fund (May)		\$1,500.00

Programs the PTA Executes at Breakeven			Operating Expenses		
Back to School BBQ (Sep)		\$5,725.00	After School Club Scholarships		\$500.00
May Day BBQ / Carnival		\$7,400.00	Teacher Grant Program		\$8,000.00
			Directories (Konstella annual membership)		\$699.00
Programs the PTA Funds			District Membership Dues		\$475.00
Parent Education		\$4,050.00	Tax Prep and Acctg Fees		\$800.00
PTA Meeting Hospitality		\$75.00	PTA District Insurance		\$272.00
New Family Ice Cream Social (Aug)		\$625.00			
Back to School Coffee (Aug)		\$125.00			
Back to School Teacher Luncheon (Sept)		\$1,100.00			
Pumpkin Carving Contest (Oct)		\$150.00			
Teacher Grant Program (Mar)		\$8,000.00			
2024 PTA Sponsored Auction Item (May)		\$2,000.00			
COY and GM Awards (May)		\$675.00			
Teacher Appreciation Week (May)		\$250.00			
Staff/Teacher Milestones/Retirement (Jun)		\$530.00			
Staff/Teacher End of Year Brunch (Jun)		\$25.00			

NOTES:

- Purchases over \$100 must be approved by appropriate VP before spending
- Check budget amount before spending
- Receipts must be attached to form
- PTA may not purchase alcoholic beverages
- Submit reimbursement form to PTA Treasurer in Office folder marked "Expense Reimbursement"

	Total Requested:
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