

## **Guidelines for Reimbursements/Check Requests**

### Explanations/Examples of Approved Budget Line Items

6 <sup>th</sup> /7 <sup>th</sup> /8 <sup>th</sup> Grade School Spirit	Field Day, end-of-year picnic; coordinated through Team Leader
Admin/Office Expenses	Internal administration of PTSA functions
Classroom Supplies	Materials that enhance students' classroom experience ( <b>see below</b> )
Community Programs	Family Math Night, support of PTA-aligned organizations
Cultural Arts	7 <sup>th</sup> grade Felting residency, 8 <sup>th</sup> grade Shakespeare residency
Fundraiser	Vendor-partner expenses (e.g., Yankee Candle)
Gift of Thanks	Purchase of gift cards for consolidated holiday giving
Hospitality	Staff meals provided by parents
Intramurals (Supplies & Incidentals)	Expenses incurred per budget set by Intramurals Coordinator
Membership	PTA member cards, membership-drive expenses
Project Birthday	Birthday cards to students turning 13 years old
School Dances	DJ, ticket printing, decorations for dances
School Store	Purchase of items for sale
Spirit Wear	Purchase of items for sale
Staff Recognition	Acknowledgment of milestones/accomplishments (e.g., retirement)
Student Awards	Cobra Kudos T-shirts
Student Support	6 <sup>th</sup> grade Outdoor Ed, memory books for students in need of assistance
Web Site	Expenses for maintenance of PTSA web site

For expenses incurred in any other categories, please contact an officer of the PTSA for approval before submitting a Reimbursement/Check Request Form.

### Classroom Supplies (Staff Guidelines)

The PTSA will reimburse teachers and paraeducators for materials that enhance students' classroom experience, as follows:

1. Requests for reimbursement must be received by the PTSA no later than the last day of the second marking period.
2. The maximum total reimbursements paid during the school year will be \$50 for paraeducators, \$100 for teachers with prior experience, and \$150 for teachers who are currently in their first full-fledged teaching assignment.
3. Reimbursements for Intramurals supplies and incidentals are separate from (and do not count toward) Classroom Supplies reimbursements.

### Funding Advance Requests

Although the PTSA has no "slush" or petty-cash fund, staff and parents can request a funding advance for certain PTSA-approved activities. Please contact an officer of the PTSA for approval before submitting a Funding Advance Form. Advances will be made by check, with repayment coordinated through the PTSA treasurer.