



Harmony Elementary School PTA Authorization for Payment

The HES PTA will reimburse authorized individuals for items that were purchased and allowable from the current year's budget.

****THE PTA DOES NOT REIMBURSE FOR SALES TAX****
HES PTA Tax Exemption Number A14300

EXPENSE CATEGORIES

- Assemblies
- Battle of the Books
- Beautification
- Bonding & Liability
- Bookstore
- Brag Tags
- Child Lunchroom Fund
- Classroom Budget Support
- Community Outreach
- Communications/Website
- Contests
- Contingency Fund
- Corresponding Secretary Fund
- Coupon Books
- Dance
- Earth Day
- Education Enhancement
- Family Fun/Dinner Nights
- Field Day
- Fifth Grade Events
- Harmony Harvest
- Health Room Supplies
- Hospitality-Staff Appreciation
- Husky Hustle
- Membership / PTA Dues
- Newsletter
- Other - Indicate Details On Form
- Paper & Supplies
- Project Graduation
- PTA 13th District Donation
- PTA Disaster Relief Program
- PTA State Leadership
- Raffle
- Red Ribbon/Unity Week
- Reflections
- Room Parent Reimbursement
- Scholarship= OCCS
- Silent Auction
- School Directory
- Special Education Supplies
- Spirit Wear/Gear
- Spring Event
- Staff Events
- Welcoming Committee
- Winter Holiday Celebration

Maximum of \$100 / year to room parent for supplies
All original receipts must be attached to this form.

★ Please neatly complete ALL sections. ★

Questions? Please contact pta.treasurer.hes@gmail.com
or pta.president.hes@gmail.com

Check Payable to: _____

Mailing Address: _____

Phone: _____ Email: _____

Checks are signed weekly, please select your delivery method.

- ☐ Pick up at school office in the PTA Reimbursement folder
☐ Mail to the address above

Purpose of Expenses:

Store	Description	Expense Category	TOTAL
GRAND TOTAL to be reimbursed (exluding tax)			

Your Signature: _____ Date: _____

Approval: _____

(Committee Chair or PTA Board Approval Required)

To be Filled Out by Treasurer:

Expense Category	TOTAL	Posted
GRAND TOTAL		

Check#: _____

Amount: _____

Date: _____

Delivered to: _____