

# Congdon Park PTA Reimbursement Form 2013-2014

Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Please issue a check made payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

\_\_\_\_\_

**OR:**

Send check home with : \_\_\_\_\_

Classroom: \_\_\_\_\_

## INVOICE OR RECEIPT MUST BE ATTACHED

DATE	Description Of Expense	Council/Committee	Amount

Please refer to Council/Committees as listed on the back

Total Amount Due: \_\_\_\_\_

Please attach receipts to this form and put in Treasurer's mailbox in the office  
Questions? Call Rhonda Witzman @ 728-3913

**STUDENT ENRICHMENT:**

Art Adventure  
Junior Great Books  
Reflections  
Spirit  
End of Year Celebration  
Assemblies  
Open House  
Wolf Ridge  
5th Grade Field Trip  
K-4 Field Trips  
Classroom supplies  
Classroom Equipment  
Special Ed. Support

**COMMUNITY:**

Staff Appreciation  
Environmental Concerns  
Contract Services  
Social Concerns  
PHIT  
Kids Voting  
Library

**COMMUNICATIONS:**

Membership  
School Directory  
Weekly News  
Bulletin Board  
Yearbook

**FUNDRAISING:**

Direct Appeal  
Book Fair  
Cash Box  
Charitable Donations

**FAMILY ENRICHMENT:**

Family Fun Nights  
Educational Nights  
Kindergarten Roundup

**OPERATIONAL EXPENSE:**

Accountant Fees  
PTA Insurance  
Postage, Mailing  
Printing/Copying  
Supplies  
Transition Expense  
Leadership Training