

Reimbursement/Check Request Form

This is a request for funds from the Hollywood Hill Elementary Hill PTA.
The expenditure for which these funds are to be used is part of the approved budget for the year.

1. To whom is the check to be written:

Name: _____

Address: _____

Treasurer to complete

Check # _____

Date _____

Amount \$ _____

2. Purpose (what is/was the money spent for):

3. Date this form was submitted: _____

Date the check is needed: _____

Amount of check: _____

4. Contact details of the person submitting this form if different from above:

Name: _____

Phone: _____

5. Approved by: _____

☐ Committee Chairperson ☐ Executive PTA Board Member

6. Attach receipts to the back of this form or digitally.

7. Please indicate the budget line-item which is to be charged:

FUNDRAISERS

☐ Fun Run

STUDENT ENRICHMENT

- ☐ Art Docent
- ☐ Art Walk
- ☐ Artist in Residence
- ☐ Reflections
- ☐ Theater
- ☐ STEM
- ☐ STEM Fair

DIVERSITY, EQUITY & INCLUSION

☐ DEI

EVENTS

- ☐ Open House
- ☐ 1st Day Coffee
- ☐ Fall Event/Festival
- ☐ Field Day
- ☐ School Dance
- ☐ Talent Show

- ☐ Literacy Night/CRAL
- ☐ Cultural Enrichment
- ☐ Family Social
- ☐ 5th Grade Graduation Events

OUTREACH

- ☐ Summer Playdates
- ☐ Recess Initiatives
- ☐ Advocacy
- ☐ Food Drive
- ☐ Military Outreach
- ☐ School Beautification
- ☐ Staff Appreciation
- ☐ Volunteer Recognition
- ☐ WSPTA Awards
- ☐ Enrichment Scholarships
- ☐ Scholarship HHE Fund
- ☐ Charitable Donations
- ☐ Parent Education

GRANTS

☐ EPrep

- ☐ Membership Scholarship
- ☐ Assemblies
- ☐ Room Parent Program
- ☐ Teacher Grant
- ☐ Staff Grant
- ☐ Nurse Supplies
- ☐ Student Publications
- ☐ Auction Raise the Paddle

ADMIN

- ☐ Copying
- ☐ Filing/License Fees
- ☐ Insurance
- ☐ Misc
- ☐ NSF/Bank Fees
- ☐ Supplies
- ☐ Training/Seminars
- ☐ Treasurer's Software/Taxes
- ☐ Website, Zoom & Canba
- ☐ Contingency
- ☐ Prior Year Expenses