

ROOM PARENT EXPENSE FORM 2012-2013

Please place completed form (with receipt attached) in the Head Room Parents file located in the Welcome Desk.

Teacher Name: _____ Grade: _____

Room Parent's Name: _____

Address: _____

Amount: _____ Date Requested: _____

Description of Expense:

Winter Celebration
Decorations _____
Food _____
Drinks _____
Other _____

End of Year Celebration:
Decorations _____
Food _____
Drinks _____
Other _____

There is no section for teacher gifts (birthday, Winter Celebration, End of Year) because they are not to be purchased with this \$100.00 allowance. Any gifts must be purchased with the money collected from the class.

This form must be approved by the following:

Teacher: _____

Room Parent Chair: _____

PLEASE _____ MAIL MY CHECK TO ME (to address above)

_____ SEND HOME WITH MY CHILD

(Child's Name: _____ Classroom: _____)

Treasurer Check # _____ Amount _____ Date Paid _____