

5th Grade End of the Year Party Guidelines:

Franklin PTSA will contribute for the 5th grade end of the year party up to \$500. This funding will pay for activities, admission fees, rentals, food and transportation. Receipts for prizes, decorations and other misc. items will not be reimbursed from the PTSA. These items must be paid for by donations.

A copy of the estimated budget from all vendors must be submitted to the treasurer (ptsa mailbox) 2 weeks before the scheduled event. Include the date of the event and the contact information for the committee chairperson.

Use direct billing from vendors whenever possible. If payment is due at delivery, check to see if arrangements can be made to pre pay with a credit card. Contact the treasurer to make payment. Please put signed receipts in the ptsa mailbox.

Reimbursements will be made once all bills are submitted and the original receipts or invoice is turned in to the treasurer with the purchasers name and contact information.