

HIGHLAND ELEMENTARY PTO
CLASS PARTY DISBURSEMENT FORM

DATE: _____

Highland PTO will provide \$3.00 per child for one class party each school year.

Teacher's Name _____

Number of Children _____ X \$3.00 = _____

Explanation of
Expense _____

Make Check Payable to: _____

Paid by Check # _____ Date: _____

Signature _____ (Treasurer)

PLEASE ATTACH RECEIPTS