

**Saratoga Elementary
School**



Attach Receipt(s) Here

Specials Funds Form

Purpose

PTA will reimburse Specials for supplies purchased in order to enhance their classrooms and lessons.

Eligibility

Specials (Art, Music, PE) are eligible to have up to \$200 reimbursed per school year.

Instructions

- Complete the form, attach original receipts and drop in the PTA mailbox
- Maximum specials amount is \$200 per school year
- Forms without receipts will not be processed
- Consult the PTA to redirect these funds to another activity

School Year: _____ Special (circle one): Art, Music, PE

Date of Expense: _____

Budget Item: **221 Specialists Funds**

Amount (\$200 Limit): _____

Write Check To: _____

Email/Phone #: _____

(For Treasurer)

Approved By: _____ Date Paid: _____ Check#: _____