🎉 Classroom Party Expense Guidance

1. Payment Options for Direct Purchases

- Pay Out-of-Pocket & Obtain Reimbursement
  - Buy what you need and submit a **Check Request** form for reimbursement
  - **Note:** Sales tax cannot be reimbursed
    - If you would like to make your purchases tax exempt, coordinate with Joanne Hamilton (JHAMILTON@cbsd.org) for a tax exemption form to present to the vendor
- Check Request
  - For large orders (like soft pretzels or hot chocolate), coordinate the tax exemption form as noted above (if necessary) and request an invoice from the vendor
  - Submit the invoice with the **Check Request** form to obtain a check to pay the vendor

2. Tax-Exempt Purchases by Home & School

- Use the following tax-exempt accounts:
  - Amazon, Oriental Trading, Dollar Tree
- Send the links for the items you need via the **Purchase Request** form (For Amazon, you can share a Wish List.) hsabve.treasurer@gmail.com
- Home & School will order and pay directly, tax-free!

3. Parent Donations

- Physical items can still be donated by parents using a Sign-Up Genius
- Please do not collect money directly from parents as all cash donations are required to flow through the books and records of the association

Forms are located on the Home and School Website:

Check Request

Purchase Request