



Use the following descriptions in first column of your expense report. This will insure that the expense is reported in the correct spending category.

<b>EXPENSE</b>
<b>OPERATIONS</b>
Bank Fees
Bucky Books
Child Care
Fall Fundraiser
Meeting Food
Office Supplies
Postage
PTA Insurance
Spring Fundraiser
Training

<b>EVENTS</b>
Battle of the Books
Earth Day Support
Endowment Grants
Fall Carnival
Fifth Grade Dance
Fifth Grade Graduation
Foundation Donation
Membership Fees
Open House - Fall Picnic
Registration Day
Safety Patrol Party
School Assemblies
Science Night
Silent Auction
Spring Family Night
Spring Picnic
Staff Appreciation Day
Taste of Hawthorne
Teacher Requests for Support
Testing Snacks