

## **Class Kitty Guidelines**

Armstrong is a 501(c) (3) organization, Texas Sales and Use Tax Exemption Certification

Texas Sales tax permit number: 17508864554

Federal EIN number: 75-0886455

When one applies for tax exempt status at a business, please use the info below.

Name: John S Armstrong

Phone number: 214.780.3100

### **1. Does the PTA reimburse sales tax?**

- No, the PTA does NOT reimburse sales tax. Please apply for tax exempt status with the information provided above. Sam's Club and Costco are the only stores from which sales tax will be reimbursed.

### **2. Does the PTA reimburse tip?**

- Yes, the PTA will reimburse gratuity **up to 20%**.

### **3. Does the money have to be used for food and drinks?**

- The money can be used for Armstrong students, but should not be used for gifts for students. For example, some room parents use the funds to buy class projects like gingerbread houses for the winter party or a pizza party at the end of the school year.

### **4. Can we use the money to purchase presents for the teacher on their birthday?**

- No, this money is to be used for the students only. However, if you are purchasing snacks or pizza for the students, you may purchase for the teacher as well and it will be reimbursed.
- The PTA CANNOT reimburse you for items purchased only for the teacher.

### **5. Can we use the money to hire a lifeguard for a class party?**

- No, the money has to be used for ON CAMPUS GATHERINGS DURING SCHOOL HOURS to allow each student an equal opportunity to participate.

### **6. Can we use the left-over money for a class gift for the teacher at the end of the year?**

- No, the money cannot be used for a class gift for the teacher.
- The money can be used to buy pizza or ice cream for the class as an end-of-year celebration at Armstrong during the designated class lunch period.
- Any money not used will be rolled over to the general PTA fund to be used for the following school year.

**7. What if I lost my receipt?**

- Do your best to obtain a duplicate if possible. A copy of your credit card statement blacking out everything except the PTA charge is acceptable in such circumstances.

**8. Can I still be reimbursed if there is no way to get a duplicate receipt and I did not put the charge on my credit card?**

- This does happen occasionally, and each situation is handled on a case-by-case basis requiring approval from the PTA President for reimbursement.