

Catonsville High School PTSA Disbursement Form

Please select a **Budget Category** and **Budget Line Item** and enter on page 1. All expenditures must be for approved Academic Year Budget Line Items.

Budget Categories are in **Bold**. **Line Items** are listed beneath the category.

AFTER PROM

- After-Prom Facility
- After-Prom Food
- After-Prom Transportation
- Fundraiser Facility
- Fundraiser Food
- Printing/Mailing/Supplies
- Prizes/Giveaways
- Security/Set-up/Administration

FUNDRAISING (NON AFTER-PROM)

- Craft Fair
- iPad Mini

MEMBERSHIP

- Envelopes/Mailing/Stamps
- Membership Cards
- County/State/National Dues

PTSA ADMINISTRATION

- Constant Contact
- Discretionary Fund
- Hospitality
- Operation/Audit/Taxes
- Liability/Bonding/Insurance
- Supplies/Admin
- PTSA School Gift

STUDENT SCHOLARSHIPS

STUDENT & TEACHER SUPPORT (NOTE: Please use Scholarships Category for all Scholarship expenses)

- Department Membership Gift
- Rising Scholar
- Senior Citizen Prom
- Student Requests
- Students Against Drunk Driving (SADD)

PTA FUNDS CANNOT BE USED FOR:

- **Basic School Supplies**
- **Capital Improvements** (purchase/repairs of windows, doors, rugs, draperies, standard lighting, cooking appliances, stage equipment, gym equipment, etc...)
- **Contributions to Other Associations or Non-Charitable organizations**
- **Funding of Wages or Benefits for School Personnel** (Custodians may be reimbursed)
- **Janitorial Equipment**
- **Playground Installation/Equipment**
- **Presentation Equipment** (purchase or repair of film projectors, overhead projectors, slide projectors, video camera, video projectors, televisions, radios, record/tape/CD players, etc.)
- **Principal's Discretionary Fund** - block grants that are given to principals to use for educational expenses.
- **School Office Equipment** – purchase or repair of copiers, copy paper, fax machines, shredders, telephones, public address systems, desks, chairs, equipment maintenance contracts
- **Teacher Development** - continuing education/college fees for teachers, instructional assistants, therapists, nurses, and/or administrators.
- **Technology** - computers, monitors, printers, scanners, modems, and the associated infrastructure.