

Catonsville High School PTSA Disbursement Form

CHS PTSA Disbursement Form Revised 8/13

Check #: 0

Check Date:

Instructions: Complete items below, attach original invoices or itemized receipts, and drop forms off in the PTSA mailbox in the school office. Checks will be distributed at the monthly PTSA meeting. If an urgent check is needed, please contact Kris McCarter, Treasurer at 410-3428-7574.

Request Date:	Amount Requested	: \$0.00	
Pay To The Order Of:			
Address:			
Disbursement Type: Reimbu	rsement of Purchases \ Ac	dvance Check 🔲	Invoice Payment
For purchase reimbursements or RECEIPTS or INVOICES:	invoice payments, please item	ize expenses below a	nd staple ORIGINAL
Item Description	on		Amount
1.			\$
2.			\$
3.			\$
4.			\$
☐ See attached for additional in	tems	TO	TAL \$
Purpose of Expenditure:			
Charge To (select from approved After Prom Department Activity Scholarship Student Activity	ctivities/Support	ems on page 2): Membership	☐ PTSA Administration
Budget Line Item:			
How To Deliver Check: Place Mail t	in School Mailbox o Address Above		ck-up at next PTSA meeting her
Person requesting check: Print	requestor/Committee Chair na	me Requestor/Co	mmittee Chair signature
E-mail:	Telephone Number:		
Approved by:	Officer Ti	tle:	Date:
+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++	+++++++++++++++++++++++++++++++++++++++
	For PTSA Treasurer's U	se Only	
Budget Category/Budget Line Item	to be charged:		

Treasurer:

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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.