

# Catonsville High School PTSA Disbursement Form

CHS PTSA Disbursement Form Revised 9/2022



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 Nick Jankowski, Treasurer, at 410-404-3985. Send questions to catonsvillehsptsa+treasurer@gmail.com

**Request Date:** \_\_\_\_\_ **Amount Requested:** \$ \_\_\_\_\_

**Pay To The Order Of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Disbursement Type:** ☐ Reimbursement of Purchases ☐ Advance Check ☐ Invoice Payment

For purchase reimbursements or invoice payments, please itemize expenses below and staple ORIGINAL RECEIPTS or INVOICES:

Item Description	Amount
1.	\$
2.	\$
3.	\$
4.	\$
<input type="checkbox"/> See attached for additional items	<b>TOTAL</b> \$

**Purpose of Expenditure:** \_\_\_\_\_

**Charge To (select from approved Budget categories and line items on page 2):**

☐ After Prom ☐ Department Activities/Support ☐ Fundraising ☐ Membership ☐ PTSA Administration  
☐ Scholarship ☐ Student Activities/Support ☐ Friends of the Arts ☐ Other:

**Budget Line Item:** \_\_\_\_\_

**How To Deliver Check:** ☐ Place in School Mailbox for ☐ Pick-up at next PTSA meeting  
☐ Mail to Address Above ☐ Other

**Person requesting check:** \_\_\_\_\_  
Print requestor/Committee Chair name Requestor/Committee Chair signature

**E-mail:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Officer Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**For PTSA Treasurer's Use Only**

**Budget Category/Budget Line Item to be charged:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Check Date:** \_\_\_\_\_ **Treasurer:** \_\_\_\_\_

## Catonsville High School PTSA Disbursement Form

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

### AFTER PROM

- Facility Deposit/Balance Due
- (Name of) Fundraiser Misc Expenses
- (Name of) Fundraiser Facility Rental
- Transportation
- Printing/Mailing/Supplies
- Fundraiser Prizes
- Student Giveaways
- Security/Set-up
- Start Up Cash Advance

### AUDITORIUM FUND

- (Name of) Fundraiser Misc Expenses
- Admin/Operations
- Printing/Mailing/Supplies
- Start Up Cash Advance

### FUNDRAISING (NON AFTER-PROM)

- (Name of) Fundraiser Refunds/Expenses
- Start Up Cash Advance

### MEMBERSHIP

- Envelopes/Mailing/Stamps
- Refunds
- Council/County/State/National Dues

### STUDENT & TEACHER SUPPORT

**(NOTE: Please use Scholarships Category for all Scholarship expenses)**

- Department Membership Gift
- Student Requests
- Hospitality (includes any Food plus Teacher/Staff Gifts, Retirement Gifts, SAT Snacks)
- PTSA School Gift

### PTSA ADMINISTRATION

- Constant Contact
- Discretionary Fund
- Operation/Audit/Taxes/MD Charity Renewal
- Liability/Bonding/Insurance
- Supplies/Admin

### STUDENT SCHOLARSHIPS

#### 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