# Date

BUDGET ITEM:

# Amount: $

Purpose:

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| --- | --- | --- |
| No. | Itemized Revenue or Expense Requested | Amount |
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Requested by:

*(Signature)*

Email:

Phone:

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APPROVED BY:

*Signature – CHS PTSA Treasurer Signature – CHS PTSA President*

Budget Line Items: Here are the items used in the previous years. If you are making a request for a new item, simply give it an appropriate name and explain the purpose. The PTA Executive Board will determine how it should be accounted for.

Receipts:

After-Prom, Membership, Pancake breakfast, SAT Prep classes, Amazon, Clothing to Cash, Restaurant Fundraisers, Directory Advertisements.

*Please use separate forms if your Committee/Event will be bringing in both receipts (revenue) and will also have expenses.*

Disbursements:

1. PTA Objectives:

CHS Scholarship, Commitment to Excellence Award, Ho. Co. PTA Scholarship, Special Projects, HC Drugfree, Reflections, Health & Safety, School Enrichment, Parent Advocacy Groups, After Prom, Staff Appreciation/Hospitality.

1. PTA Organizational expenses:

Membership dues, MD State PTA Convention Support, Charitable Organization Fee.

1. PTA operating expenses:

Insurance, Newsletter, Mailing/Printing, Web Site/Electronic Communications, Pancake Breakfast, SAT Classes, Student Directories.

Please email the completed and signed CHS PTSA Budget Request Form to PTSA Treasurer, Yali Mao at Yali Mao <yalimao@gmail.com by Sep 30

OR drop off to CHS front office, ATTN: CHS-PTSA Treasurer