**JAMES MADISON HIGH SCHOOL PTSA**

**Request for Disbursement of Funds**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Requesting Disbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account or Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation of Expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts Attached? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Check: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address to Mail Check to (if necessary)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature(Treasurer)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenditure A/Cs – please circle**

|  |  |
| --- | --- |
| **School and Teacher Support** | |
| 501 | Academic Booster grants |
| 502 | Flight School expense |
| 503 | Special projects |
| 504 | Principal's Fund |
| 505 | Triple I Awards program |
| 506 | Ethics Day |
| **Student and Parent Support** | |
| 601 | Baccalaureate/convocation |
| 602 | Minority Achievement committee |
| 603 | Parenting Network and Student Services |
| 604 | PTA Scholarship |
| 605 | Student activity grants |
| 606 | Special Ed Programs |
| 610 | Food Bank |
|  | |
| **OTHER** | |
| **Community and Hospitality** | |
| 702 | Hospitality committee expenses |
| 704 | Science Fair Dinner |
| **Administration** | |
| 801 | Insurance |
| 802 | Supplies and postage |
| 803 | Website and On-line accounting fees |
| 804 | e-commerce/ bank fees |
| 805 | Accounting/ Taxes |
| **ANG - Event expenses** | |
| 904 | ANG Lawn Signs |
| 905 | ANG Registration Expenses/Tickets |
| 906 | ANG Decorations |
| 907 | ANG Food |
| 908 | ANG Prizes |
| 909 | ANG Entertainment |
| 910 | ANG Facilities Costs |