DISBURSEMENT REQUEST

Date: _____

Complete Form and leave in PTSA Mailbox or Send to the Treasurer:

Pay to the Order of _____

Amount:_____dollars and_____cents $ _____

Account(s)to be charged: _____
(budget line item description)

Purpose: _____

List Itemize expenses: _____

_____

_____

Total no. of receipts attached: _____

Please staple **original** receipts to this form prior to forwarding to the treasurer.

Requested by: _____ _____
(Print Name) (Signature)

Instructions for check:

_____ Leave in PTA mail slot at school

_____ Mail to the following address: _____

_____

_____ Other: _____

Paid by check no._____ Date: _____

Treasurer:_____