



2017 -2018 Disbursement Request

- Please fill out top section of the form and attach ORIGINAL receipts or invoice.
- Approval signature must be from a PTA Officer (President, VP, Secretary, Treasurer).
- Place completed form and attachments in PTA Treasurer mail slot in the school. The mail will be picked up by the PTA Treasurer at least once a week.
- Please include your address so the check can be delivered to you. Expect to receive your check within about a week.

Date: _____

Check made payable to: _____

Amount: \$_____ ¢_____ Total: _____

Event/Expense Category: _____

Approved by:(Sig/Title) _____

Please describe the purpose of this expenditure:

If more than one expense is being reimbursed or more than one budget account is being charged, please itemize below (use back if necessary):

Paid by Check # _____ Date: _____ Memo: _____

Treasurer: _____