

DISBURSEMENT REQUEST

Disbursement Request Form

Date: _____

To the Treasurer:

Pay to the order of: _____

Amount: _____ dollars and _____ cents.

Charge to account: _____

Purpose: _____

Itemized expenses: _____

Total number of receipts attached: _____

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

Total requested: _____

Requested by: _____

(Your signature)

✂-----✂-----✂-----✂-----✂-----

Paid by check number: _____

Date: _____

Funds disbursed by: _____

(PTA Treasurer's signature)

