

Disbursement Request Form

Requestor: _____ Date: _____

Please staple original receipts prior to submittal.

To the PTA Treasurer:

Pay to the order of _____

Amount: \$ _____

Written amount: _____ dollars/ _____ cents

Charge to account/line item: _____

Purpose: _____

Itemized expenses are as follows:

Approved by: _____,
PTA President

Treasurer's records:

Paid by check number: _____ Date: _____

Treasurer's signature: _____