

Request for Disbursement of Funds

(please use this form to request reimbursement for funds or payment of an invoice)



Date: _____ Amount: _____

Check to be made payable to: _____
(Please include address if check needs to mailed)

Budget Area/s to be Charged: _____
(Please include a brief description of items. Please separate items by Area. For example - \$350 towards purchase of food for Harvest Festival and \$100 for purchase of prizes for Candy Fundraiser)

Signature of Requestor: _____

(Attach invoices and/or receipts to this form)

MAKE A COPY OF RECEIPTS FOR YOUR RECORDS

For Treasurer's Use Only

Budget Category: _____ Budget Amount: _____ In Budget? _____

If not in Budget, Date of approval by Board (under \$300) or General Membership: _____

Approval of PTA President or Vice-President : _____

Signature of Treasurer: _____

Check # _____

Date Check Issued: _____