

Disbursement Request

Central Elementary PTA

This form is to be completed for all funds requested from the Central PTA account. Keep a copy for your records, attach receipts, and return form to the Treasurer's mailbox.

PTA USE-DO NOT WRITE IN THIS AREA

Budget Section: _____

Check # _____

Date _____

Approvals:

TK: _____

MS/TD: _____

PLEASE COMPLETE THIS SECTION:

Date Requested: _____ Amount Requested: _____

Make Check Payable To: _____

Mail To (if applicable): _____

Event: _____

Reason/Description for Request: _____

Grade Level: _____

Signature of person making request: _____

DO NOT WRITE IN THIS AREA

Treasurer's Notes: _____
