

**DISBURSEMENT REQUEST FORM**

To: Treasurer

From: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to : \_\_\_\_\_

Amount: \$ \_\_\_\_\_ -

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**ORGANIZATION EXPENSES**

**PTSA OBJECTIVES**

- \_\_\_\_\_ Training & Workshops
- \_\_\_\_\_ Liability Insurance
- \_\_\_\_\_ State and National Dues
- \_\_\_\_\_ Bank Fees
- \_\_\_\_\_ Balt Co. PTA Council Dues
- \_\_\_\_\_ Contingency Fund
- \_\_\_\_\_ Postage/Supplies
- \_\_\_\_\_ Membership Expenses

- \_\_\_\_\_ Junior Class Ring Ceremony
- \_\_\_\_\_ Advanced Student Competition Support
- \_\_\_\_\_ Reflections Expenses
- \_\_\_\_\_ Staff Appreciation / Hospitality
- \_\_\_\_\_ Student Enrichment Programs
- \_\_\_\_\_ Support Post Prom Celebration
- \_\_\_\_\_ PTSA Scholarships
- \_\_\_\_\_ Misc. Expense

Purpose of the Expenditure: \_\_\_\_\_

Itemization of Expense:

Amount

|       |            |
|-------|------------|
| _____ | \$ _____ - |
| _____ | \$ _____ - |
| _____ | \$ _____ - |

**Total Amount:** \$ \_\_\_\_\_ -

**Check Number:** \_\_\_\_\_

**Check Dated:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_