

DISBURSEMENT REQUEST FORM

DISBURSEMENT REQUEST Liberty Elementary School PTA

Date _____

To the Treasurer:

Pay to the order of _____

Amount : _____ dollars and _____ cents \$ _____

Charge to account: _____ Acct. No. _____

Approved by: _____

Signature

Title

Purpose: _____

Itemize expenses below:

Total _____

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

Paid by check no. _____

Date: _____

Treasurer: _____

Signature