

DISBURSEMENT REQUEST

Waterloo ES PTA Disbursement Request Form

Date: _____

To the Treasurer:

Pay to the order of: _____

Address: _____

Amount: _____ dollars and _____ cents

Charge to account: _____

Purpose: _____

Itemized expenses: _____

Total number of receipts attached: _____

Original receipts must be stapled to this form prior to forwarding to the treasurer.

Total requested: _____

Requested by: _____
(Requestor's signature)

Paid by check number: _____

Date: _____

Funds disbursed

by: _____
(PTA Treasurer's signature)

by: _____
(PTA President's or Vice President's signature)