

# DISBURSEMENT REQUEST FORM



## Damascus Elementary School PTA

**ALL DISBURSEMENT FORMS MUST BE SUBMITTED BY JUNE 26, 2016**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Mail or Deliver Check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget Expense Line(s) to be Charged:

Amount:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Check Requested by: \_\_\_\_\_  
*Signature & Date*

Board Member Approval: \_\_\_\_\_  
*Signature & Date*

**RECEIPTS MUST BE ATTACHED**

*Treasurer's Use Only*

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Paid by check no. \_\_\_\_\_

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

Treasurer: \_\_\_\_\_  
*Signature*

**THANK YOU**