

Thunder Hill Elementary School PTA
Disbursement Request

Directions:

- Please complete in *blue* or *black ink*.
- Staple original receipts (no photocopies, please) *to the back*.
- Questions? Please contact the treasurer, David Hendrickson. 410-992-5815
hendrickson.dave@comcast.net
- Completed forms should be put in the treasurer's section of the PTA box.

NOTE: Contact information provided below will ONLY be used to resolve issues regarding this request.

Date: _____

Payee: _____ Phone #: _____ E-mail: _____

Amount: _____ Date Needed: _____

Budget Category: _____

Purpose: _____

Itemized Expenses:

(Please group items from each receipt or invoice. If you need more room to explain it clearly, just attach another sheet of paper.)

Item(s): _____ Receipt total: _____

Item(s): _____ Receipt total: _____

Item(s): _____ Receipt total: _____

Item(s): _____ Receipt total: _____

Item(s): _____ Receipt total: _____

Grand total: _____

Requested by: _____
(Your signature)

(Treasurer's Use Only)

Paid by Check #: _____

Issuing Officer: _____
(Signature)

Check Amount: _____

(Title)

Date: _____

Co-signing Officer: _____
(Signature)

(Title)