

# Greenbelt Elementary School PTA Disbursement Request Form

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

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_

Amount: \_\_\_\_\_ dollars and \_\_\_\_\_ cents

Approved by: \_\_\_\_\_

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

Itemize expenses below:

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

Total: \_\_\_\_\_

Please send the check home with my child: \_\_\_\_\_

Grade/teacher: \_\_\_\_\_

Please mail the check to this address: \_\_\_\_\_

\_\_\_\_\_

*Please staple original receipts to the form and hand in at the office for the PTA treasurer.*

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**Treasurer notes:**

Paid with check no. \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's signature: \_\_\_\_\_