

# STONELEIGH ELEMENTARY SCHOOL PTA

## 2009-2010 Disbursement Request

### Instructions:

- Please fill out top section of the form and attach receipts or invoice.
- Approval signature must be from a PTA officer or the appropriate committee chair.
- Place completed form and attachments in PTA treasurer mail slot in school office or deliver to Fred Kline at 525 Overbrook Road.
- Note how the check is to be delivered.

		<b>Date:</b> _____
<b>Check made payable to</b> _____		
<b>Amount:</b> _____	<b>dollars and</b> _____	<b>cents</b> <b>TOTAL \$</b> _____
<b>Charge to account:</b> _____		
<b>Approved by:</b> _____		_____
(signature)		(title/committee)
<b>Please describe the purpose of this expenditure:</b>		
_____		
_____		
<b>If more than one expense is being reimbursed or more than one budget account is being charged, please itemize below (use back if necessary):</b>		
_____		
_____		
_____		

<b>Paid by check #</b> _____	<b>Date:</b> _____
<b>Memo:</b> _____	<b>Treasurer:</b> _____
	(signature) last rev. 8-09