STONELEIGH ELEMENTARY SCHOOL PTA

2011-2012 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 Sue Yancisin at 7317 Knollwood Road.
- Please note how the check is to be delivered.

Date: _____

Check made payable to _____

Amount: _____dollars and _____cents TOTAL $ _____

Charge to account: _____

Approved by: _____ _____
(signature) (title/committee)

Please describe the purpose of this expenditure:

_____

_____

If more than one expense is being reimbursed or more than one budget account is being charged, please itemize below (use back if necessary):

_____

_____

_____

Paid by check # _____ Date: _____

Memo:_____ Treasurer: _____
(signature) last rev. 8-10