

RUNNING BROOK ELEMENTARY SCHOOL PTA
DISBURSEMENT REQUEST

Date: _____

To the Treasurer:

Pay to the order of _____

Amount: _____ dollars and _____ cents \$ _____

Budget Account: _____

Purpose: _____

Itemized expenses:

Item	Cost	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total: _____

*Please staple original receipts to this form prior to forwarding
to the treasurer. Thank You!*

Approved by: _____

Title: _____

Paid by check #: _____ **Date:** _____

Account: Checking Savings

Treasurer: _____

Checklist

- Receive disbursement request.
- Check written. Date _____
- Entered check in computer register.
- Check countersigned. Date _____
- Check delivered. Date _____
- Received cancelled check with statement. Date _____
- Cancelled check noted in computer register.