

## Maplewood Heights PTA Disbursement Request

Please attach receipts or invoices to this form & obtain Committee Chair approval. You must have them in order to be reimbursed. If you need cash for making change at a PTA event, please give the treasurer at least one (1) week notice prior to the activity/project.

Reimbursement     Payment     Cash

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

Payable to: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Requestor (if different than payee): \_\_\_\_\_

| <b>Treasurer Use Only</b><br>Budget Line | Committee/Purpose | Amount |
|--|-------------------|--------|
|  |                   |        |
|  |                   |        |
|  |                   |        |
|  |                   |        |
|  |                   |        |
|  |                   |        |
|  |                   |        |
|  |                   |        |

Total Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

Approvals:

\_\_\_\_\_  
Committee Chair (If Applicable)

\_\_\_\_\_  
PTA Treasurer

\_\_\_\_\_  
PTA Executive Officer

|                           |                                     |
|---------------------------|-------------------------------------|
| <b>Treasurer Use Only</b> | Date Received: _____                |
| Payee: _____              |                                     |
| Date Paid: _____          | Check # _____ Check Amount \$ _____ |