

JONES LANE ELEMENTARY SCHOOL PTA DISBURSEMENT REQUEST FORM

This form must be accompanied by complete documentation (e.g., receipts, invoices, etc.) corresponding to the amount of the check request. **Please print neatly!**

Date: _____

Payee: _____

Payee Telephone Number: _____

Event/Committee: _____

Committee Chair: _____

Chair Telephone/Email: _____

ITEMIZATION

Description	Amount	Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL _____

If check is made payable to you, it will be placed in your school committee folder.

If check is made payable to vendor, please provide mailing address:

I have attached all documentation and reviewed for accuracy: _____
Signature of Requester & Date

PLACE IN PTA TREASURER FOLDER AND ALLOW ONE WEEK FOR PROCESSING.
PLEASE PROVIDE ONE ORIGINAL AND ONE COPY OF ALL VENDOR INVOICES.

Check Date: _____

PTA President's Approval

Check Number: _____

Payee: _____

PTA Treasurer's Approval

Check Amount: _____