

CLARKSVILLE ELEMENTARY PTA
Disbursement Request Form

Date: _____

To the Treasurer:

Pay to the order of: _____

Amount: _____ dollars and _____ cents. \$ _____

Charge to account: _____

Requested by: _____
(Your signature)

Approved by: _____
(Signature)

(Title)

Purpose of Expenditure: _____

Itemized expenses: _____

Total number of receipts attached: _____

(Please staple original receipts to this form prior to forwarding to the treasurer.)

Paid by check number: _____ Date: _____

Funds disbursed by: _____
(PTA Treasurer's signature)