

Oklahoma Road Middle School PTA, Inc.



DISBURSEMENT REQUEST FORM

To: PTA Treasurer (Alicia Gipe 410-905-6349)

Invoice Payment Other Payment Reimbursement Withdrawal

Date of this request

Person requesting disbursement

Disbursement to be made payable to:

Mailing Address:

Committee/Budget Category for which expense was incurred:

Signature of Committee Chair for approval (REQUIRED):

(if person requesting reimbursement is a Committee Chair, then a PTA Officer must approve/sign)

Original authorization of expenditure obtained: Yes No

Required invoice/receipts attached? Yes No (Invoice and/or receipts are required!)

Table with 2 columns: Itemized List of Expenditures (continue on back if additional space is needed), Amount. Includes rows for dollar amounts.

Total amount of the requested disbursement:

\$

*****Treasurer Section*****

Verified Approvals and Attached documentation (initial) Amount of disbursement \$

Check # Issued Date Issued Issued to

Check signers

Budget Category Disbursement Posted to: