

CLEMENS CROSSING ELEMENTARY SCHOOL PTA

\$ DISBURSEMENT REQUEST \$

****Funds CANNOT be disbursed without this form AND a receipt! Thanks!!****

DATE:

PAY TO THE ORDER OF:

(*note: for reimbursements, if you'd like the check to be mailed instead of left in folder/mailbox, please send separate email to: treasurer@clemenscrossingpta.org)

AMOUNT:

CHARGE TO ACCOUNT:

(please print)

ITEMIZED EXPENSES: (use the box below to describe your expenses; please don't forget the receipt)

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REQUESTED BY:

(please print name AND title)

SIGNATURE:

FOR TREASURER USE ONLY:

Paid by Check Number:	
Check Date:	
Charged to Account (Name and number):	
Name:	
Title:	Treasurer
Additional notes:	