



Disbursement Form

Creekside Elementary School PTA Check Request Form

Check Request

Expense Reimbursement

| | | |
|-------------------------------|------------------------------|---|
| Requestor: | | Date of Request: |
| Email: | Phone: | <input type="checkbox"/> Board/Committee Member <input type="checkbox"/> Principal/Teacher |
| Approvals: | | |
| ALL Expenses | Event/Project Expense | School/Teacher Expense |
| _____ President/Date | _____ Event Chair/Date | _____ Principal/Date |
| _____ Secretary/Date | _____ PTA Treasurer/Date | _____ PTA Treasurer/Date |
| Make Check Payable To: | | |
| Address: | | |
| Expense Purpose: | | <input type="checkbox"/> Non-Unit Expense |

Expense Details:

| Date | Vendor | Description | Event/Project | Amount |
|----------|--------|-------------|---------------|----------|
| 1. _____ | _____ | _____ | _____ | \$ _____ |
| 2. _____ | _____ | _____ | _____ | \$ _____ |
| 3. _____ | _____ | _____ | _____ | \$ _____ |
| 4. _____ | _____ | _____ | _____ | \$ _____ |
| 5. _____ | _____ | _____ | _____ | \$ _____ |
| 6. _____ | _____ | _____ | _____ | \$ _____ |
| 7. _____ | _____ | _____ | _____ | \$ _____ |
| 8. _____ | _____ | _____ | _____ | \$ _____ |
| 9. _____ | _____ | _____ | _____ | \$ _____ |

Total Amount Requested \$ _____

Disbursement Policy:

Signatures of authorized approvers AND original receipts/invoices are **REQUIRED**.
 Treasurer's signature indicates these expenses are within approved budget.

- Event Treasurer's signature is **required** prior to submission of this form.
- Although the PTA Treasurer's signature is not required prior to submission, this request **will be declined** and returned to you **if there is no corresponding approved budget**.

Expenses should be submitted within 30 days; beyond that, an explanation is required.

FOR OFFICIAL USE ONLY

Funds Release

Date: _____

Date Processed: _____

Check No: _____