

POTOMAC ELEMENTARY SCHOOL
PTA DISBURSEMENT REQUEST

Date: _____

To the Treasurer:

Pay to the order of: _____

Put in school mailbox: Yes _____ **No** _____ **Mail to:**

Amount: \$ _____

Budget Line Item: _____

Purpose: _____

Itemized expenses: _____

Total number of receipts attached: _____

***NOTE: NO DISBURSEMENT WILL BE MADE WITHOUT
PROPER SUPPORTING DOCUMENTATION***

**Please staple original receipts to this form prior to forwarding to the treasurer,
or for teachers, Mrs. Goldberg.**

Requested by: _____
(Print Name)

(Signature)

Approved by Mrs. Goldberg: _____
(Teachers Only for school supplies)

Phone #: _____

E-mail: _____

Paid by check number: _____

Date: _____

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