

# North Bend Elementary School PTA

"Fit for the Future"

1445 North Bend Road

Jarrettsville, MD 21084

NorthBendElemPTA@gmail.com

410-692-7815 Fax# 692-7826



## Disbursement Request

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone Number: \_\_\_\_\_ PTA Member: \_Y\_N

### To the Treasurer:

Pay to the order of \_\_\_\_\_

Amount: \_\_\_\_\_ dollars and \_\_\_\_\_ cents \$ \_\_\_\_\_

Charge to account (if known): \_\_\_\_\_ Acct No (if known) \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature

Title

Purpose: \_\_\_\_\_

Itemize expenses below:

How would you like to receive the check?

\_\_\_\_\_ Pick Up at School

\_\_\_\_\_ Mail Address: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Please staple original receipts to this form prior to forwarding to the Treasurer.

Paid by check no. \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Signature

LEAVE IN TREASURER'S MAILBOX OR E-MAIL TO NORTHBENDELEMPTA@GMAIL.COM