

FOLLY QUARTER MIDDLE SCHOOL PTA
DISBURSEMENT REQUEST

Date: _____

To the Treasurer:

Pay to the Order of _____

Amount: _____ dollars and _____ cents \$ _____

Account(s) to be charged: _____
(budget line item description)

Purpose: _____

Itemize expenses below: _____

Total no. of receipts attached: _____

Please staple **original** receipts to this form prior to forwarding to the treasurer.

Requested by: _____
(Signature)

Instructions for check:

_____ Leave in PTA mail slot at school

_____ Mail to the following address: _____

_____ Other: _____

Paid by check no. _____ Date: _____

Treasurer: _____
(Signature)