

**Twin Ridge Elementary School PTA
Disbursement Request**

To the Attention of TRES PTA Treasurer:

Check Payable to: _____

Address (if check is to be mailed): _____

Amount: _____ Dollars and _____ cents \$ _____

Purpose: _____

Itemized Expenses: _____

NOTE: Please attach original receipt(s)/Invoice to this form prior to submitting to the Treasurer. By policy no money can be disbursed without this completed form, receipts/invoices and authorized signatures

Submitted by Name (printed): _____

Submitted by Signature: _____ Date: _____

Approved by Name (printed): _____

Approved by Committee/Title: _____

Approved by Signature: _____ Date: _____

Funding instructions (Deduct from Budget Line item(s)): _____

Treasurer's Use Only

Paid By Check Number: _____ Dated: _____

Receipts/invoice collected: _____ Yes _____ No

Treasurer's Signature: _____ Date: _____