

TREASURER WILL COLLECT ALL COMPLETED DISBURSEMENT FORMS ON WEDNESDAYS AFTER 2:00 PM. CHECKS WILL BE SENT BACK INTO SCHOOL BY THE FOLLOWING MONDAY. Please fill out completely.

**P T A DISBURSEMENT FORM**



**Fearn Elementary  
PTA TREASURER  
REQUEST FOR PAYMENT**

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

Committee for which expense was incurred: \_\_\_\_\_

Activity: \_\_\_\_\_

Officer or Chairperson: \_\_\_\_\_

**DUE DATE FOR PAYMENT:** \_\_\_\_\_

Payment is hereby requested for the following authorized expenses (attach bills/receipts):

STORE:	ITEM PURCHASED:	AMOUNT:
<b>TOTAL REQUESTED:</b>		<b>\$</b>

Make check payable to: \_\_\_\_\_

Check one:

<input type="checkbox"/>	Mail to this address:
<input type="checkbox"/>	Place in PTA box (name):
<input type="checkbox"/>	Send through child's teacher:
<input type="checkbox"/>	Other (please explain):

**President's Signature** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Treasurer's Signature** \_\_\_\_\_