

**BROCK BRIDGE ELEMENTARY PTA  
DISBURSEMENT REQUEST**

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

To the Treasurer:

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

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

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

Itemize expenses:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please staple original receipts to this form and submit to the PTA Treasurer.

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

Title: \_\_\_\_\_

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Paid by check no. \_\_\_\_\_

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

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