

Ellicott Mills Middle School PTA

Disbursement Request Form

Date: _____
Pay to the order of: _____
Amount: _____
Purpose: _____
Itemized expenses: _____

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

Requested by: _____

(Your signature)

Mark account to charge expenses, if more than one account, note amount for each:

PTA Committee Expenses

8th Grade T Shirts
Awards
Cultural Arts
Fall Fundraiser

Hospitality
Membership
Programs
Drama Club

Social Events
Spiritwear
Spring Fundraiser
Other

PTA Organizational Expenses

State/National Dues
PTA Council Dues
Insurance
Scholarship Fund
PTA Workshops
Other

PTA Operating Expenses

Bank Charge
Contingency Fund
Publications/Website
Liability Insurance
Other

PTA School Support

8th Grade Celebration
After School Programs
Teacherease
Orientation Program
Teacher Support Fund
Other

Write In Account if not shown:

Paid by check number: _____

Date: _____

Funds approved by: _____

(PTA Treasurer's signature)

(PTA President's or Vice President's signature)