

**Fullerton Elementary School PTA, Inc.  
Disbursement Request Form**

To the Treasurer: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

Amount Requested: \_\_\_\_\_

Purpose/Committee Name: \_\_\_\_\_

E-mail Address of person requesting: \_\_\_\_\_

Itemize expenses below: (use additional sheets if required)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Signature of person requesting reimbursement: \_\_\_\_\_

**\*\*\*NO CHECK WILL BE ISSUED WITHOUT AN ITEMIZED ORIGINAL RECEIPT\*\*\***

***For Treasurer's Use Only***

Approved by President  
Or Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Charged to:	Organization Expenses	Operating Expenses	PTA Objectives
_____	_____	_____	_____

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

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

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