



HILLSMERE ELEMENTARY PTA
**DISBURSEMENT REQUEST
FORM**

*Please staple all original receipts
to this form.

**All requests for funds will be
reviewed against the Plan of Work

Date: _____

To the Treasurer:

Pay to the Order of _____

In the amount of: \$ _____

Committee to be charged: _____

Submitted by (Print Name): _____

Signature: _____

Purpose:

Itemize expenses below (Attached additional sheet if necessary):

Date: _____

Treasurer's Name: _____

Total: _____

Signature: _____

Paid by Check #: _____