

Thunder Hill Elementary School PTA  
Disbursement Request

Directions:

- Please complete in *blue* or *black* ink.
- Staple ORIGINAL receipts (no photocopies) *to the back*.
- Questions? Contact PTA Treasurer, Tonika Myers at [treas.thespta@gmail.com](mailto:treas.thespta@gmail.com)
- Completed forms should be placed in the PTA lock box.

NOTE: Contact information will only be used to resolve issues regarding this request.

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

Payee: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Budget Category: \_\_\_\_\_

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

Itemized Expenses: (Please group items from each receipt or invoice. If you need more room, attach another sheet of paper.)

Item(s): \_\_\_\_\_ Receipt Total: \_\_\_\_\_

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Item(s): \_\_\_\_\_ Receipt Total: \_\_\_\_\_

Item(s): \_\_\_\_\_ Receipt Total: \_\_\_\_\_

Item(s): \_\_\_\_\_ Receipt Total: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Requested by: \_\_\_\_\_

(Your Signature)

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(Treasurer's Use Only)

Paid by Check #: \_\_\_\_\_

Issuing Officer: \_\_\_\_\_

(Signature)

Check Amount: \_\_\_\_\_

(Title)

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

Co-Signing Officer: \_\_\_\_\_

(Signature)

(Title)