

Thunder Hill Elementary School PTA
Disbursement Request
Staff Materials

- 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
- Completed forms should be put in the PTA lock box.

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

Date: _____

Payee: _____ Email: _____

Amount: _____ (If total is more than budgeted amount, write only budgeted amount)

Budget Category: Staff Instructional Materials

- Full time teachers: up to \$75; Part time teachers: up to \$30
- Instructional Assistants: up to \$50

Purpose: Instructional Materials

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

Item(s): _____ Receipt Total: _____

Item(s): _____ Receipt Total: _____

Item(s): _____ Receipt Total: _____

Item(s): _____ Receipt Total: _____

Item(s): _____ Receipt Total: _____

Grand Total: _____

Requested by: _____

(Signature)

(Treasurer's Use Only)

Paid by Check#: _____

Issuing Officer: _____

(Signature)

Check Amount: _____

(Title)

Date: _____

Co-Signing Officer: _____

(Signature)

(Title)