

**2017 – 2018 Jessup Elementary PTA  
Disbursement Request**

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

**To the Treasurer:**

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

Amount: \_\_\_\_\_ dollars and \_\_\_\_\_ cents     \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

(signature)

\_\_\_\_\_  
(Title)

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

Itemize expenses below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Treasurer: \_\_\_\_\_

(signature)

***Please note that your request will be processed as soon as possible, but may take up to 2 weeks for disbursement.  
Thank you.  
Jessup PTA***