

Poway High PTSA Disbursement Request Form



Requestor: _____

Date: _____ Phone: _____

Total Amount: \$ _____ (receipts/invoices must be attached)

Check Payable To: _____

Return Check to: my PTA file _____ Or mail to:

Budget Category:

- | | | | |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> Character Counts | <input type="checkbox"/> Coffee w/Principal | <input type="checkbox"/> Community Concerns |
| <input type="checkbox"/> Convention | <input type="checkbox"/> Department Grants | <input type="checkbox"/> Gifts | <input type="checkbox"/> GN _____ |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Legislation | <input type="checkbox"/> Membership | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Operating | <input type="checkbox"/> Palomar Council | <input type="checkbox"/> Practice Exams | <input type="checkbox"/> Recognition Night |
| <input type="checkbox"/> Reflections | <input type="checkbox"/> Registration | <input type="checkbox"/> Scholarships | <input type="checkbox"/> Website <input type="checkbox"/> Other |

Expense Description: _____

Committee Chair

President

Secretary

Check Number: _____ Date Paid: _____

Treasurer

INSTRUCTIONS

- Requestor:** Completes the information and gives the completed form to the Committee Chair for approval.
Committee Chair: Reviews the information and gives the completed and signed form to the Treasurer for check processing.
Treasurer: Issues the check if the expense is within the approved budgeted amount. Otherwise, approval at the next general/board meeting is required before the check can be issued.