

## Poway High PTSA Disbursement Request Form

Requestor: \_\_\_\_\_

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

Check Payable To: \_\_\_\_\_

Budget Line Item: \_\_\_\_\_

Item Description: \_\_\_\_\_

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

Return Check to: my PTA file \_\_\_\_

Or send to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
President

Check Number: \_\_\_\_\_

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



### **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.

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