

**Saratoga Elementary
School**



Attach Receipt(s) Here

Disbursement Request Form

Instructions

- One form per disbursement
- Expenses must first be authorized by PTA President and/or PTA Treasurer
- Forms without receipts will not be processed
- Attach receipts and drop in the PTA mailbox

School Year: _____

Date of Expense: _____

Budget Item: _____

Amount: _____

Write Check To: _____

Email/Phone #: _____

Summary of Request:

(For Treasurer)

Approved By: _____ Date Paid: _____ Check#: _____