

**THOREAU MIDDLE SCHOOL PTA
REQUEST FOR DISBURSEMENT OF PTA FUNDS**

Request Instructions/Information:

1. Complete requested information below.
2. Attach **invoices** and/or **receipts** to this form.
3. Leave completed form and backup in the PTA mailbox or deliver to PTA
Treasurer: William Tesch, 714 Spring Street, SE, Vienna, VA 22180.
Contact email: Treasurer@ThoreauPTA.org

REQUEST:

Date of Request:		Committee/Budget category (what account to debit):	
Amount Needed:		Date Needed:	
Person Requesting Disbursement (Signature):			
Make check payable to (if other than requester above):			
Address Check is to be mailed to:			
Explanation of use: (What was bought?)			
Budget item? (please circle):	YES	NO	
	If no, date approved by board: ___/___/___		

APPROVAL:

Committee Chair Signature (if different from requester above)	
Date Received:	
Check Number:	
Date Issued	___/___/___
Signature of Treasurer	