DISBURSEMENT REQUEST

Use this form to request reimbursement for out-of-pocket expenses, to pay an invoice, or to request money for a cash box for an event when change will be needed. Requests for payment shall be made no later than 30 days after the event, date of invoice, or date of expense.

Please provide the information requested below. **The committee chairperson/director must approve and sign this form.** Itemize purchased items. Please use our tax exempt number when possible. A copy of the tax exempt form can be found in the PTO Treasurer folder. If you are unable to do so, list the tax separately.

Attach all receipts or invoices to this form and place it in the PTO Treasurer folder in the school office. Payment shall be made within two weeks. **No disbursements will be made without proper documentation.**

Any questions, contact Nina Stull at nastull@gmail.com or 262-422-5305.

Committee: _____ Today's Date: _____

Grade and Teacher or Event: _____

Pay to: _____ Payment Amount: $_____

Committee Chairperson/Director Approval: _____

Date	Description of Items Purchased	Amount
	Total (must agree with "payment amount" shown above):	**$**

For Treasurer's Use Only:		
Date Paid:	Amount Paid: $	Check No: