

BOLLMAN BRIDGE ELEMENTARY SCHOOL

Disbursement Request



PRINT & COMPLETE ALL ITEMS. Attach itemized receipt(s) to form. Please put forms in the **PTA TREASURER BOX** located in the school mail room. Questions may be directed to **BBBESPTATREASURER@GMAIL.COM**

DATE: _____

Person Requesting Funds (Print) _____

Email: _____

Committee Chair Signature: _____

Budget Line Item: _____ **Date of Event:** _____

Type of Event: _____

Explanation of Expense(s) _____

Total: \$ _____ **Email:** _____

Pay to the order of: _____

Any incomplete, illegible, or incorrect forms will not be processed & will need to be resubmitted.

PTA OFFICCAL USE ONLY

Date Paid: _____ Check # _____ Amount Paid _____

Issuing Officer _____ Title: _____

Comments: _____