

CLARKSVILLE ELEMENTARY PTA
Disbursement Request Form

Date: _____

To the Treasurer:

Pay to the order of: _____

Amount: _____ dollars and _____ cents. \$ _____

Charge to account: _____

Requested by: _____
(Your signature)

Approved by: _____
(Signature)

(Title)

Purpose of Expenditure: _____

Itemized expenses: _____

Total number of receipts attached: _____

(Please staple original receipts to this form prior to forwarding to the treasurer.)

Paid by check number: _____ Date: _____

Funds disbursed by: _____
(PTA Treasurer's signature)

Accounts to be Charged:

After School Program
 Casebooks
Cougar Press Newsletter
 Cultural Arts Programs
 Directory
 Family Picnic
 Field Day
Fifth Grade Farewell Ceremony
 Go-Green Committee
 Halloween Obstacle Course
 Kindergarten Konnection
 Membership Drive Rewards
 Misc.
 Music Dept. Events
Parenting Education Program
 PTA Meetings/Programs
 PTA Operating Expenses
 Reflections
 Run Across America
 Sally Foster
 Sock Hop
 Spirit Wear
 Spring Fling
 Staff Appreciation
 Teacher Supplies
 Turkey Trot
 Volunteer Coffee
 Yearbook
Young Authors Program