

**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  
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**