

# CENTERVILLE ELEMENTARY PTA DISBURSEMENT FORM

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company/Person to be paid: \_\_\_\_\_

Check should be: \_\_\_\_\_ Mailed \_\_\_\_\_ Put in PTA Box

(If mailed, please provide name and address) \_\_\_\_\_

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**Unless previous arrangements were made, checks will be sent on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of each month. Please plan accordingly. Thank you for your cooperation.**

Description of Disbursement: \_\_\_\_\_

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Total amount to be Disbursed: \$ \_\_\_\_\_ (Attach receipts/invoices for all charges)

In order to be reimbursed, the person responsible for the PTA budget must authorize payment of this charge. **In most cases**, this is the committee chair.

Authorized Signer (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ Signature \_\_\_\_\_

Please circle the appropriate account to be charged:

- |                       |                           |
|-----------------------|---------------------------|
| Enrichment Assemblies | Guidance Programs         |
| Family Movie Nights   | Communications            |
| Spirit Wear           | Membership/Directory      |
| Staff Appreciation    | Star Spangled Celebration |
| Race for Education    | Special Events            |
| Special Projects      | Multicultural Night       |
| Carryover             | School Kits               |
| Box Tops              | Fifth Grade Promotion     |
| Accounting Services   | Silent Auction            |
| PTA Supplies          | PTA Leadership            |

Other: \_\_\_\_\_

Teacher Grants (Teacher) \_\_\_\_\_

Treasurer Use Only:

Date Received \_\_\_\_\_

Date Paid \_\_\_\_\_

Amount Paid \_\_\_\_\_

Check Number \_\_\_\_\_

Recorded? \_\_\_\_\_

Please submit in the PTA Treasurer box. Every attempt will be made to process disbursements at least twice a month. If you have any questions, please contact **Ashley Sowers at [ptatreasurer@ptaces.org](mailto:ptatreasurer@ptaces.org)**.