



Ridgely Middle School PTA

Disbursement Request

2017-2018

Date of Request: _____

Amount of request: _____

Pay to the order of: _____

Charge to the Account/Committee: _____

Approved by: _____

Committee/Department Chair Signature

Date

Must attach one of the following: original receipt invoice cancelled check

**Request will not be honored without attachment

Purpose - Itemize expenses below and provide a short description:

Send payment to: [PTA mailbox, school office, vendor, home, etc.]

Any questions please contact **Yingying Shao**

C 479-684-9064 or email yshao@towson.edu

or ridgelyptatreasurer@gmail.com

Approved by: _____

PTA President Signature

Date

Date Received by Treasurer: _____

Date paid: _____

Treasurer Signature: _____

Paid by check # _____

Is this a budgeted item? Yes No