



RIDGELY  
MIDDLE  
SCHOOL PTA

## Disbursement Request

2019-2020

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:**

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

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Any questions please contact Yingying Shao

410-308-2608 or email [ridgelyptatreasurer@gmail.com](mailto:ridgelyptatreasurer@gmail.com)

Approved by: \_\_\_\_\_

PTA President/Vice President Signature

Date

Date Received by Treasurer: \_\_\_\_\_

Date paid: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

Paid by check # \_\_\_\_\_

Is this a budgeted item?  Yes  No