



RIDGELY
MIDDLE
SCHOOL PTA

Disbursement Request

2021-2022

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

410-308-2608 or email 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