Ridgely Middle School PTA

Disbursement Request

2025-2026

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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_____

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Any questions please contact Andrew Leanna

443-824-2204 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

Amended – Aug. 2025