

PTSA Authorization

Check Number: _____

Check Date: _____

Check Amount: _____

PTSA President's Approval _____

PTSA Treasurer's Approval _____



Poolesville High School Parent Teacher Student Association
Disbursement Request Form

This form must be accompanied by complete documentation (e.g., receipts, invoices) corresponding to the amount of the check request. Please print neatly.

Make Check Payable to: _____

Mail Check to: _____

Telephone Number: _____

Itemization

Description	Amount \$	Code (Treasurer's Use)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have attached all documentation and reviewed for accuracy:

Signature of Requester

Telephone Number