

**BBMS PTA DISBURSEMENT REQUEST**

**Disbursement Request Form**

**Date:** \_\_\_\_\_

To the Treasurer:

Pay to the order of: \_\_\_\_\_

Amount: \_\_\_\_\_ dollars and \_\_\_\_\_ cents.

Charge to account: \_\_\_\_\_

Purpose: \_\_\_\_\_

Itemized expenses: \_\_\_\_\_

\_\_\_\_\_

Total number of receipts attached: \_\_\_\_\_

Please staple original receipts to this form prior to forwarding to the treasurer.

Total requested: \_\_\_\_\_

Requested by: \_\_\_\_\_

(Signature)

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

(Signature)

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Paid by check number: \_\_\_\_\_

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

Funds disbursed by: \_\_\_\_\_

(PTA Treasurer's signature)

**BBMS PTA RECEIPT FORM**

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

Account: \_\_\_\_\_

Purpose: \_\_\_\_\_

Money received from \_\_\_\_\_,  
(print your name)

for the purpose indicated above.

TOTAL:

Checks: \$ \_\_\_\_\_

Dollars: \$ \_\_\_\_\_ \$1 \_\_\_\_\_ \$5 \_\_\_\_\_ \$10 \_\_\_\_\_ \$20 \_\_\_\_\_

Coins: \$ \_\_\_\_\_ pennies \_\_\_\_\_  
nickels \_\_\_\_\_  
dimes \_\_\_\_\_  
quarters \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

\_\_\_\_\_  
(Your signature)

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Received by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Deposited : Account \_\_\_\_\_

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