

Meadow Hall Elementary School PTA Disbursement Request

Disbursement Requested by: _____

Amount of Disbursement: _____

Purpose of Disbursement: _____

Description of Expenses Incurred: _____

Costs Incurred Are Donations to MH/MHPTA: _____ Yes _____ No

Disbursement Approved by: _____ President _____ Committee/Event Chair

Signature of Approving Officer: _____

Check Issued by (print name and title): _____

Paid by Check Number: _____

Date Issued: _____

**All Disbursement Requests Must Be
Accompanied by Documentation.**

**No unapproved expenses or those exceeding
approved budget amounts will be reimbursed!**