

Catonsville High School PTSA
Disbursement Form

(Checks are processed once a month at the PTSA meeting. If you need an urgent check, please contact Val Pierce at vpwith3@comcast.net.)

Pay to the order of _____

Amount \$ _____

Account/Event _____

Purpose _____

* ITEMIZED PURCHASES* **Attach ORIGINAL RECEIPTS**

Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____
Item _____	Cost \$ _____

Signature of Requestor or Committee Chair

Date

Contact Person

Phone

e-mail address

Address if check is to be mailed when ready

Please staple ORIGINAL RECEIPTS to this form prior to forwarding to the Treasurer

Paid by Check # _____ Date _____

Treasurer Signature