



BUSHY PARK ELEMENTARY SCHOOL PTA DISBURSEMENT / REIMBURSEMENT FORM

Date: _____

☐ REIMBURSEMENT
☐ VENDOR PAYMENT

Pay to the order of: _____
(Name of payee or vendor)

Committee: _____ Event Name: _____

Total Amount: \$ _____		
Amount In Words: _____ (write out dollar amount)	dollars _____	cents _____ (write out dollar cents)

Budget Line Item: _____ **Acct. # / Letter:** _____
(Line item description from budget) (Number / Letter from Budget)

Requestor's Signature: _____
(Signature of person submitting request)

Approved by: _____ **Officer Title:** _____

PLEASE ATTACH ORIGINAL RECEIPTS BEFORE SUBMITTING THIS REQUEST TO THE TREASURER.

Reason for Purchase:

SCAN QR
FOR BUDGET



List Itemized Expenses:

DESCRIPTION	BUDGET LINE ITEM	AMT \$

ATTACH ADDITIONAL PAGES/ITEMS IF NEEDED

TREASURER USE ONLY

TOTAL AMOUNT: \$ _____	PAID BY CHECK #: _____	DATE DISTRIBUTED: _____
PLAN OF WORK: YES _____ NO _____	APPROVED EXPENSE: YES _____ NO _____	ADVANCE: YES _____ NO _____ FORM ATTACHED? YES _____ NO _____
MEMBERSHIP DUES: \$ _____	# OF MEMBERSHIPS: _____	DATE SENT TO FSPTA: _____

Treasurer: _____ **Date:** _____
Signature

Received by: _____ **Date:** _____
Signature



LIST ITEMIZED EXPENSES

[illegible]