

**MAURY ELEMENTARY PTA
REQUEST FOR DISBURSEMENT 2019-2020**

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

EMAIL: _____

Date	Item	Place of Purchase	Amount
TOTAL AMT REQUESTED			

PLEASE CIRCLE PROGRAM/PROJECT TO BE CREDITED (NOTE IF SPLIT BETWEEN MULTIPLE PROJECTS)

- Fundraisers: Community Partner Letters, Gala, Maury/Spirit Wear
- Community Building: Blessings-in-a-Backpack, Community Outreach, Curriculum Nights, Fall Festival, Hospitality,
Grade Socials, Mentoring Program, Special Committees, Teacher/Staff Appreciation
- PTA Activities: Green Team, Health & Wellness, Outdoor Classroom/Garden, RSG, WatchDOGS,
Odyssey of the Mind, Reflections, Membership
- School Support: PBIS, Field Trip Fund, Room Parent Fund, Teacher Allocation, Technology,
Principal Fund, Assistant Principal Fund, Author Visits, Student Council, Mini Grants for Teachers
Other School Support (please specify) _____
- Other: Programs, Babysitting, Other PTA Admin (please specify) _____

DETAILED EXPLANATION (activity, event, etc) _____

Certification: The expenses listed above were incurred in connection with authorized PTA work and were not otherwise reimbursed to me.

Requested by _____

Signature _____ **Date** _____

*Please staple all receipts and bills to this form. **NO REIMBURSEMENT WITHOUT DOCUMENTATION**
 *Please return to Maury PTA Box, Attn: Teresa Schofield, PTA Treasurer

(FOR TREASURER'S USE ONLY)

Date	Check #	Program/Project Credited	Amount \$	Approved