

**HAMMOND MIDDLE SCHOOL PTA
DISBURSEMENT REQUEST FORM**

Date: _____

To the Treasurer:

Pay to the order of: _____

Amount: \$ _____

_____ dollars & _____ cents

Activity/Account to charge: _____

Itemized expenses:

Total: \$ _____

Requested by: _____

(DO NOT WRITE BELOW THIS LINE)

Paid By Check No: _____

Date: _____

Issuing Officer: _____

Title IO: _____

Underlying Documentation reviewed / Expense Authorized

_____, PTA President _____ Date