

**Green Valley Elementary School PTA
Disbursement/Check Request**

Make check payable to: _____

Amount: \$ _____ **PTA account to be charged:** _____

Purpose of Expense:

Items Purchased:

Requested by: _____

Child's Name: _____

Teacher's Name: _____

PTA Committee Chair approval: _____

Date submitted: _____

Please staple original receipts to this form. If you have questions, please contact me. Thank you!

**Kimberly DiGiorgio
PTA Treasurer
gveptatreasurer@gmail.com**

Paid by check #: _____ **Date:** _____

Amount: _____ **Treasurer initials:** _____