

**CHABOYA PTSA CHECK DISBURSEMENT REQUEST**

**Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Estimate:** \_\_\_\_\_ (For approval based on budget, before receipts. Once receipts are available, a disbursement request is done for the actual amount, with attached receipts.)

**Treasurer of Chaboya PTSA will pay** \_\_\_\_\_

Email address of person who is to receive check. (For availability notification) \_\_\_\_\_

**in the amount of \$** \_\_\_\_\_  
(Actual Expense)

**for:** \_\_\_\_\_  
\_\_\_\_\_

**Budget Category** \_\_\_\_\_

**Approved By:**  
**Executive** \_\_\_\_\_ **Secretary** \_\_\_\_\_  
**Vice President**



**Approved at** \_\_\_\_\_ **Meeting** **Treasurer** \_\_\_\_\_

**Date Paid** \_\_\_\_\_ **Check Number** \_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_