

BROOKFIELD PTA

DISBURSEMENT/REIMBURSEMENT REQUEST

Date of Request:	
Person requesting funds:	
Phone #:	
Line Item # (Refer to budget):	
Amount requested:	
Purpose of expenditure:	
Make check payable to:	
Receipts attached: - Yes - No – explanation:	
Authorized signatures or E-mail confirmation of approval: - Committee Chair OR - PTA Board Member	
PTA Check # issued:	

Cash Box request:

Denomination	Number	Amount
\$1.00 x		
\$5.00 x		
\$10.00 x		
\$20.00 x		
Total Currency:		

ALL receipts must be submitted to Treasurer one week before last day of school in order to get reimbursed.