

Ellicott Mills Middle School PTA
Disbursement Request Form

*Please attach original receipts to this form prior to forwarding to the treasurer
Email treasurer at ellicottmillsmspta@gmail.com if any questions*

Date Requested: _____

Pay to the order of: _____
(please include full address here or with attached support if check to be mailed by treasurer)

Amount: _____
(itemize expenses if applicable)

Purpose: _____

Requested by: _____
(your signature)

Requestor's Email address: _____
(in case any questions or missing information)

Circle account below to charge expenses. If more than one account, note amount for each:

PTA Committee Expenses

8th Grade T-shirts	Monthly Treats	Special Events	Membership
Club Days	Staff Appreciation	Social Events	Other
Cultural Arts	Parent Hospitality/Programs		

PTA Organizational Expenses

State/National Dues
PTA Council Dues
Insurance
Scholarship Fund PTACHC
PTA training/workshops
Community Outreach
Other

PTA Operating Exp.

Supplies
Contingency Fund
Bank Charge
Publications/Directory
Website
Other

PTA School Support

8th Grade Celebration
Teacher Support Fund
Eagle Eye Program
Grants to School
End of Year Picnic
Scholarship Fund
Other

For Treasurer's Use:

Paid by check number: _____ **Date Paid:** _____

Approved by: _____ (PTA Treasurer's Signature)

PTA President or Vice President's signature)