

**DISBURSEMENT REQUEST**  
**WORTHINGTON ELEMENTARY SCHOOL PTA, INC.**  
**SCHOOL YEAR 2010/2011**

To the Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Amount: \_\_\_\_\_

Charge to Account: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title/Committee Chairperson

Purpose: \_\_\_\_\_

**NOTE: Please attach original receipts to all Disbursement Requests.**  
**Reimbursements cannot be made without original receipts.**

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**For Treasurer's Use Only:**

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_

Paid By \_\_\_\_\_