

GUNPOWDER ELEMENTARY SCHOOL PTA PRE-APPROVAL and DISBURSEMENT REQUEST FORM

Date: _____

Pay to the order

of: _____

Amount: _____ dollars and _____ cents
Written out in words

Requestor's Signature _____ \$ _____

*President's **pre-approval** is strongly recommended prior to incursion of expenses.
Please attach original receipts to this form prior to forwarding to treasurer.*

Deliver check via:

U.S. Mail (provide complete address) Other: _____

Gunpowder Student and Teacher

Purpose/Budget Item:

Itemized expenses below:

Total: _____

Officer's Use Only Pre-Approval

Amount approved \$ _____ (+/- 10%)

Date: _____

Signed: _____

Treasurer's Use Only

Check Number _____

Date Paid _____

Amount of Check _____

Account _____