

# Tuckahoe Elementary School PTA

## Disbursement Request Form

### 2023-2024

**General Instructions:**

1. Submit one form for each budget category for which you are requesting a reimbursement.
2. If possible, accumulate receipts to minimize forms submitted to the Treasurer.
3. Please complete the form in entirety to ensure that you/vendor can be reimbursed correctly and in a timely manner.

**Personal Expense Reimbursement:**

1. Attach receipts for items that you paid for with cash, personal check or credit/debit card.

**Payment for Goods and Services from Outside Vendors:**

1. This includes expenditures where a check will be written directly to the vendor for goods or services received. Services include items such as instructors for after-school enrichment, cultural arts performances, special programs etc.
2. The IRS requires documentation substantiating that the goods or services were received for TES. Please attach:
  - a. Invoice from vendor with your signature indicating that goods or services were received;
  - b. Where applicable, attach a packing slip to verify that goods were received.
3. If you would like for the check to be mailed directly to the vendor, please check the appropriate box below. Otherwise, the check will be returned to the person who submitted the request, who will be responsible for delivering to the vendor.

**Petty Cash Requests:**

1. A check will be written to your name for you to cash in the denominations you need. Petty cash is re-deposited using Bank Deposit Form.

Expense reimbursement

Payment for goods or services

Petty cash request

Treasurer to mail directly to vendor

(if this box is NOT checked, the check will be returned to the submittor)

Submitted by: _____
Date Prepared: _____
<b><i>I certify that these expenses are for TES PTA business:</i></b>
Signature: _____
Committee Chair Approval: _____

Payable to: _____
Address: _____
_____
_____

Expense Category and Description (see Categories list for approved categories)	Amount
<b>Total</b>	

**Additional notes/Special instructions:**

<b>TO BE COMPLETED BY TREASURER</b>	Treasurer's notes:
Date Paid: _____	Additional Approval if required:
Check Number: _____	

**Please contact Danielle Roberts if you have any questions about disbursements or this form.**  
**Phone: 804-698-0417; email: treasurer@tuckahoepta.org**