



ROSEMARY HILLS PTA DISBURSEMENT REQUEST FORM: 2011-2012

Please attach all receipts to this form and submit requests to the PTA Treasurer (Traci Zambotti 301-907-0209). Forms can be submitted via backpack mail addressed to "Franki Giordano, K, Alley" or "Joey Giordano, 2nd Grade, Quinn". Reimbursements will be paid out on the 15th and 30th of each month.

Date: _____

Your name and phone number: _____

Pay to the order of: _____

Amount: _____

Program / Event: _____

General Purpose (please itemize expenses):

Notes / comments or special instructions:

Deliver via:

mail; Address _____

backpack mail; Child's name _____ Teacher _____

for treasurer's use only

Paid by check no: _____

Budget line allotted to _____

Treasurer's signature _____ Date: _____ QB _____