

# **LINCOLN ELEMENTARY SCHOOL PTA**

## **DISBURSEMENT/REIMBURSEMENT REQUEST**

I hereby request funds from the Lincoln PTA for:  
(check one):

- Reimbursement
- Payment of Bill
- Advance

Treasurer Use Only:

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

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

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

Expense Account(s): \_\_\_\_\_

Project or Committee: \_\_\_\_\_

Purpose/Use: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Total Amount Requested\*: \_\_\_\_\_



Check to be:

- Hand Delivered
- Mailed
- Placed in staff mailbox

Contact Information (e-mail or mailing address): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Committee Chair signature (if required): \_\_\_\_\_

### **PLEASE ATTACH RECEIPTS OR INVOICES IN ORDER TO RECEIVE PAYMENT**

\*If amount requested is not within budget, please contact the PTA Treasurer and President before submitting request. THANK YOU SO MUCH! 😊

