Centennial Lane Elementary School PTA
3825 Centennial Lane
Ellicott City, MD 21042
410-313-2800

DISBURSEMENT REQUEST FORM 2011-2012

To the Treasurer: Date: _____

Pay to the Order of : _____

Total Amount: $_____

Charge to the account of (Budget line item): _____

Purpose: .____

_____

Itemized Expenses	**Amount**
Total	

Please attach original receipts.
If invoice needs to be returned with payment, please include a copy of the invoice.

Requested by: _____
(***your signature***)

Address:_____

Phone #_____

Would you like your check mailed or placed in a CLES PTA mail slot? _____

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Paid by check #: _____ Date: _____

Issuing Officer:_____
Signature

_____
Title