

**Request For Disbursement of Funds
McCormick Elementary PTO**

Date: _____ Amount Requested: _____

Payable To:

Mailing Address:

Committee or Activity:

Signature of Chairperson:

To prevent delays, please submit the form as follows:

- 1) Complete a separate form for each committee, activity, or event
- 2) Staple all receipts to the back of this form
- 3) Return completed form to the PTO Treasurer

For PTO Treasurer Use

Date Received: _____

Check # _____ Account: _____

Statement Date: _____