



# PTA Disbursement Form

*The following funds were incurred on behalf of the Monarch Academy Annapolis PTA. Please disburse funds as designated below.*

---

Name (of person disbursing): \_\_\_\_\_

Budget Category/Program: \_\_\_\_\_

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

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

## Make Check Payable To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Description (Attach receipt): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

## Payment Information:

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

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

Treasurer Signature: \_\_\_\_\_