

**Rockburn Elementary School PTA, Inc.**  
**(Rockburn PTA)**

Disbursement Form  
*(This is used for direct payments to a vendor)*

**Submit To:** ROCKBURN PTA PRESIDENT OR TREASURER

**Date Submitted:** \_\_\_\_\_ **Budget Year:** 2022-2023

**Vendor/Payee:** \_\_\_\_\_

**Payee Info:** *(required ONLY for individual payees – e.g., Cultural Arts vendor)*

Incorporated?  No (may require SSN for tax filing)  Yes – Incorporation ID# \_\_\_\_\_

**Total Invoice Amount:** \$ \_\_\_\_\_ **Payment Due Date:** \_\_\_\_\_

**PTA Contact Person & Email:** \_\_\_\_\_

*(person submitting request)* **contact phone #:** \_\_\_\_\_

**Budget Account/Line Item:** \_\_\_\_\_

**Purpose of Disbursement:** \_\_\_\_\_

**Payment Instructions:**

- Mail directly to Vendor address on attached invoice
- Deliver payment to PTA Contact Person listed above by no later than \_\_\_\_\_

Provide Contact Info – child’s name/teacher/grade: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Attachments:**

- ✓ ORIGINAL invoice and/or receipt(s)
- ✓ Authorized contract terms *(e.g., signed by PTA President)* and/or copy of service terms
- ✓ Copy of any related correspondence or supporting documentation

**Approval:**

\_\_\_\_\_  
Rockburn PTA President (or designee)

Paid by check # \_\_\_\_\_ Date: \_\_\_\_\_ Treasurer’s initials \_\_\_\_\_