

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:** 2023-2024

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 _____