

**Boyd E. Smith PTA
Disbursement/Deposit of Funds**

Disbursement

Please place completed form with receipts attached in the PTA Treasurers folder. If you are requesting payment to another individual, please attach name address and social security number for tax purposes.

Date: _____

Reimbursement Amount: \$ _____

Description (Committee or Activity) _____

Check Payable To: _____

Address: _____

Signature of Officer: _____

Routing of Check:		
Mail: _____	BES Classroom #: _____	Other: _____

Deposit

Please attach all documentation for the deposit to this form and place in the PTA Treasurers folder. IF CASH IS INVOLVED, please deliver to the Treasurer for proper verification.

Date: _____

Deposit Amount: \$ _____

Description (Committee or Activity) _____

Deposit Counted By: _____

Deposit Verified By: _____

***** Treasurer Use *****

Reimbursement Date: _____ Issued To: _____

Check #: _____ Amount \$ _____ Account: _____

Deposit Date: _____ Deposit Verified: _____

Amount \$ _____ Account: _____
