

HIGHLAND ELEMENTARY PTO

DISBURSEMENT REQUEST FORM

DATE: _____

PAY TO THE ORDER OF _____

AMOUNT: _____

APPROVED BY: _____ (PTO PRESIDENT SIGNATURE)

Please circle the number of the appropriate category and **attach all receipts**.

- | | |
|-------------------------------------|-------------------------|
| 1.) Assemblies | 17.) Paw Prints |
| 3.) Special Programs | 18.) Science Fair |
| 7.) Hospitality | 20.) Race for Education |
| 8.) Teacher/Staff Appreciation | 22.) Book Fairs |
| 9.) Family Fun Night/Fall Gathering | 24.) Spring Fling |
| 10.) Paper/Printing | 28.) School Spirit |
| 12.) Miscellaneous Expense | 36.) Sixth Grade |
| 13.) Library | 39.) Student Council |
| 15.) Science Day | |
| 16.) Publishing Center | |

Explanation of Expense _____

Paid by Check # _____

Date: _____

Signature _____ (Treasurer)