



Winfield PTO Disbursement Request Form

Submit completed form to PTO Treasurer

Instructions: When submitting your disbursement request, please place this form and attached receipts in the Treasurer's mailbox in the school office. Also to ensure a returned check within two weeks please email the Treasurer at treasurer@winfieldpta.org and copy the 1st VP vp1@winfieldpto.org that a disbursement form is in the mailbox. We will send you an email confirmation once your check has been issued. You will receive your check within 2 weeks.

Date of expense: _____
Amount: _____
Payable to: _____
Budget Category: _____
Purpose: _____

Please itemize expenses and attach receipts to the back of this form, write on back if you need additional room

Itemized Expense Description	Amount	Receipt attached

TOTAL: _____

Requested By: _____ Email: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

If check is to be returned via Winfield student, list their name & teacher below

Teacher: _____ Student: _____

PTO USE ONLY

Paid by Check #: _____

Date: _____

Category Balance: \$ _____

Issuing Officer: _____ (initials)

Email confirmation sent: _____ (initials and date)