

PALOS VERDES HIGH SCHOOL PTSA Disbursement Request Form

- Write the amount(s) in the correct category(ies) below.
- Attach all bills or receipts to this form verifying this expense.
- Deliver to PTSA treasurer in person, via mail or to the treasurer's folder in the PTSA box in school office.
- Remember that all payments must be for expenditures that were previously released from the budget, and that all payments must be approved by the general membership at a regular meeting.

Requested by _____

Date _____

Make check payable to: _____

Address: _____ Phone #: _____

1st VP-ORGANIZATION

- \$ _____ Registration
- \$ _____ HSA/Past Pres Pin
- \$ _____ Membership

5th VP-COMMUNICATION

- \$ _____ Directory
- \$ _____ Newsletter (circle below)
- Mailing & Postage/Print & Distribution

2ND VP-HOSPITALITY

- \$ _____ 1st Day coffee
- \$ _____ Back to school night
- \$ _____ Baccalaureate
- \$ _____ College Fair
- \$ _____ Open House
- \$ _____ Honors & Awards Dinner
- \$ _____ General Hospitality
- \$ _____ Teacher Appreciation
- Welcome/Lunch/Monthly/Year End

6th VP-WAYS & MEANS

- \$ _____ PVHS Merchandise

HISTORIAN

- \$ _____

LEGISLATION

- \$ _____ Meetings, Mailings
- \$ _____ Capitol Convoy
- \$ _____ Sacramento Safari
- \$ _____ Mock Election

3rd VP-EDUCATION

- \$ _____ Cultural Enrichment
- \$ _____ CCC Gifts
- \$ _____ College Night refresh
- \$ _____ Junior Book Awards
- \$ _____ Reflections
- \$ _____ General Education
- \$ _____ Library
- \$ _____ Workshop-(circle below)
- English Writing/Parent Education/
SAT-ACT Prep/Study Skills

UNIT-COUNCIL BUSINESS EXPENSE

- \$ _____ Coordinating Council
- \$ _____ Founder's Day
- \$ _____ Insurance
- \$ _____ Juvenile Camp
- \$ _____ Office Supplies
- \$ _____ President/Principal Lunch
- \$ _____ President's Reimbursable
- \$ _____ Printing
- \$ _____ PTA State Convention
- \$ _____ Tax Preparation Fees
- \$ _____ Teacher Start Up
- \$ _____ Donations (circle below)
- Booster Club/PEF

4th VP-COMMUNITY SERVICE

- \$ _____ Disaster Preparedness
- \$ _____ Red Ribbon Week
- \$ _____ Drug Awareness
- \$ _____ Safety Parent Education
- \$ _____ Parents on Campus
- \$ _____ Volunteer Fair

GIFTING

- \$ _____ GIFTING date _____

MISCELLANEOUS

- \$ _____ Other _____

Description of Expenses

Amount

	\$ _____
	\$ _____
	\$ _____

Date Released ___/___/___

Paid ___/___/___ Amount\$ _____

Check # _____