



# Disbursement Form

PO Box #1461  
Bothell, WA 98041

### *Please Check One*

This is a direct payment of an invoice. Council has approved of this expense and the treasurer will be paying the attached invoice directly.

This is a reimbursement. I have already paid an invoice (approved by Council) and am asking Council to pay me back for the attached receipts.

### Disbursement Information

Make check payable to: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Budget Line item(s): \_\_\_\_\_

Briefly explain expense: \_\_\_\_\_

\_\_\_\_\_

### Requestor's Information

Date of request: \_\_\_\_\_ Payment requested by: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you the committee chair? Yes / No Does the chair approve of this expense? Yes / No

\_\_\_\_\_

### Check Delivery

Check one:  Mail check to me at address below.  Mail check directly to address on invoice.  
 I prefer to pick up my check, email me when it is ready.

Mailing address: \_\_\_\_\_

\_\_\_\_\_

### Instructions

1. All receipts should be submitted within 2 weeks of the event or purchase date.
2. Attach original receipts or email scanned receipts.
3. Write the correct budget line item name.
4. If you are not the chair of the committee, please make sure the committee chair approves the expense you are submitting.
5. Email this request to treasurer@northshorecouncilptsa.org or mail it to the PO Box (at top of form).
6. Allow two week turnaround.

\_\_\_\_\_

### For Treasurer Use Only

Check #: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Line item used: \_\_\_\_\_ The above form was filled out by the treasurer: Yes / No