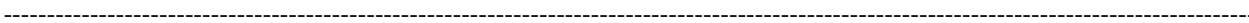


CASCADIA PTA Disbursement Request

Place completed form **with receipts attached and committee chair authorized signature** in the PTA Treasurer's Box in the school office. Checks are issued on Tuesdays. **Questions?** Contact the Treasurer at treasurer@cascadiapta.org.

Make check payable to:	Amount requested:	Treasurer's Use Only
Please send via: <input type="checkbox"/> US Mail (write complete mailing address below)		Initials:
<input type="checkbox"/> "Kid Mail" Teachers Name: Childs Name:		Check #
<input type="checkbox"/> School Office mailbox (for teachers & staff only)		Check amount:
Description/purpose of expenditure:		
PTA Budget:		Date sent:
Date of request:	Requestor's email (please print):	
Authorized signature*	Special instructions:	

*Authorized signature: The individual responsible for the applicable budget item should sign. In most cases, this will be a committee chair for general PTA funds or the PTA Classroom Support Director for Classroom Grants.



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