



Tiffin Elementary PTO

Request for Disbursement

Submit this completed form with receipts attached to the PTO mailbox within 30 days of purchase. Before a purchase is made, prior approval from the PTO is needed.

Date:	
Person making the request:	
Phone number:	
Address:	
Amount:	\$
Make check payable to:	

Reason for expenditure:

Treasurer's Use:

Date:	
Amount:	
Check Number:	