

# OAKDALE ELEMENTARY PTA DISBURSEMENT REQUEST for 2024-2025

- \* Please complete this request in its entirety for all items that require payment or reimbursement.
- \* An original receipt, invoice or purchase order must accompany your completed request.
- \* Reminder: PTA **cannot** reimburse for sales tax.
- \* Place your completed request in the mailbox of the PTA Treasurer, Julia Lawhead.
- \* If you have any questions, call or text Julia at (513) 313-0935, or email her at lawhead\_j@ohlsd.org

Name (*please print*):

Date Requested:

Phone Number (*best*):

Committee and/or Activity involved:

Payee Name (*if different from above name*):

Payee's street address (*please print*) OR ROOM NUMBER if you are a teacher:

City:

State:

Zip Code:

REMITTANCE DIRECTIONS (*check all that apply*):

- |  |   |
|--|---|
| <input type="radio"/> Put in my school mailbox<br><input type="radio"/> Send directly to above payee<br><input type="radio"/> I will pick up at Treasurer's house<br>(call or email for address) | <input type="radio"/> Check is needed by:<br><input type="radio"/> Mail check by: |
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SPECIAL INSTRUCTIONS:

Description of Item(s):	\$ Amount

Your Signature: \_\_\_\_\_

Requested Check Total: \$  

Signature of Authorized Signer, if needed: \_\_\_\_\_

**For Treasurer's Use Only**      Was item budgeted?    Yes    No      If no, explain in "Special Instructions."  
 Line item from Budget: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_      Check Number: \_\_\_\_\_      Amount: \$ \_\_\_\_\_