

## **Disbursement Request Form**

Pay To:	Date:/
Description	Amount
GENERAL BUSINESS EXPENSE	
Telephone	
Mileage & Travel	
Postage	
Supplies	
Board Meetings	
Miscellaneous	
NEWSLETTER EXPENSE	
Telephone	
Postage	
Supplies	
Miscellaneous	
CONFERENCE EXPENSE	
Telephone	
Postage	
Prizes/Supplies	
Miscellaneous	
FUNDRAISING EXPENSE	
Telephone	
Postage	
Prizes/Supplies	
Miscellaneous	
OTHER	
TOTAL DISBURSED	\$

Date Paid: \_\_\_\_/\_\_\_ Check #:\_\_\_\_\_ By:\_\_\_\_