

**LORING PTO TREASURY**  
**Disbursement Request**  
(Please Print)

**I am requesting:**

- A check in the amount of \$ \_\_\_\_\_  
payable to \_\_\_\_\_
  
- Cash for cashboxes in the amount of \$ \_\_\_\_\_  
in the following denominations:  
\_\_\_\_\_  
\_\_\_\_\_
  
- A fund transfer in the amount of \$ \_\_\_\_\_  
from PTO budget line(s) \_\_\_\_\_ to \_\_\_\_\_

**Check or cash charge against PTO budget line(s):** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Date needed:** \_\_\_\_\_

**Check delivery:** (Cash boxes will be delivered to the school office.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Approvals and Signature:**

Approved by: \_\_\_\_\_

(Committee chair/principal approval)

Requested by: \_\_\_\_\_

(Please print your name)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please attach receipts or invoices to this request and return it to the Treasurer's mailbox in the first-floor workroom.**

Maura Carty, PTO Treasurer  
cartymf@comcast.net

<b>TREASURER'S USE ONLY</b>	
Date Paid:	_____
Check #:	_____
Approval:	_____