

Lake Braddock PTSA Payment Request

'09-'10 Treasurer: Judy Dioquino 9500 Wooden Spoke Ct, Burke, VA 22015
703-644-0184
tddioquino@msn.com

Committee Name: _____ Requestor's Signature: _____ Date: _____ Purpose of Expense: _____
Type of Payment

- Reimbursement** Detail expenses below. Attach original invoices or receipts. If expense is contractual obligation, must have copy of contract that has been signed by President attached or on file with Treasurer.
- Direct Payment**

Check Payable to: _____
 Mail Check To:
 Name: _____
 Street: _____
 City, State, Zip: _____

- Petty Cash:** Detail below or attach itemized list of expected expenses. You are liable for the full amount disbursed until the Treasurer receives the original vendor receipts and remaining balance.

Date:	Description	Amount
Total:		

Treasurer's use only.

Check Number: _____ Date: _____ Expense Category: _____
 Approval: Budget Item: _____ Voted on at meeting (date): _____

All PTSA Records Audited on Annual Basis