

# LPTO CASH DISBURSEMENT FORM

Please complete this form for reimbursement (include all receipts), for payment to vendor (include purchase order and/or invoice), and for request of funds (include proposal). Tax money cannot be reimbursed.

- Reimburse me. [receipts attached]
  
- Address check to vendor as listed below. [invoice attached]
  
- Request for funds. [proposal attached]

Make check payable to: \_\_\_\_\_

*\*Checks will be returned to teacher's box to be disbursed to vendor if applicable.*

List expenses:

Vendor	Description	Committee or Function	Amount
		TOTAL AMOUNT (Please do not include sales tax)	

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Check Amount: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check #: \_\_\_\_\_