

# LBCS PTC Cash Disbursement Request



**Procedure:** Submit completed form and receipts to lbcspcttreasurer@gmail.com.  
 If possible, avoid purchasing personal items in the same transaction as items you are requesting reimbursement for.

**Note:** All requests must be submitted via email to lbcspcttreasurer@gmail.com.

**Questions?** Contact lbcspcttreasurer@gmail.com

## Requester Info

Date:	Budget category:
Requested by:	Amount:
Phone #:	Payee:
How would you like to receive check? Mail/Pickup at LBCS office (Office will notify you when ready)	
Mailing address:	

## Justification

Purpose of expense?

## Goods/Services Received

Validated by:	Date:
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## Account Use Only (LBCS PTC Treasurers complete this section)

Check #:	Entered in GL:	
Date:		
Payee:		
Budget/Fund Account:	Account Name:	Category:
Budget/Fund Account:	Account Name:	Category:
Budget/Fund Account:	Account Name:	Category:
Budget/Fund Account:	Account Name:	Category:
Committee Chair/Event:	Field Trip (Specify FT):	
Teacher (Class Funds):	Budget Available: Yes/No	
If over budget submit to Board for Approval. Date submitted:		
Approved by Board: Yes/No	Date:	