



Pioneer Elementary School PTA

1655 Carlyon Ave SE

Olympia WA

Disbursement Request

This form is used to pay a vendor invoice directly. Please attach the invoice and packing slips (if applicable) and submit to the PTA Treasurer.

Date: _____

Invoice Amount: _____

Payable To: _____

Mailing Address: _____

Budget Year: _____ Budget Category/Program: _____

Purpose: _____

Requested by (Signature): _____

For Treasurer's Use Only:

Check # _____

Offsetting Deposit?