



DISBURSEMENT OF PTA FUNDS FORM

Mechanicsville Elementary School Carroll County PTA, Inc.

3838 Sykesville Road, Sykesville, MD 21784

Please staple original receipts to this form and leave in the PTA Treasurer's mailbox. Please cash your check within 2 weeks of receiving it.

\$150 PTA Member / \$120 non-PTA member reimbursement.

Are you a member of the PTA for the 2025-26 school year? YES NO

Date: _____

Pay to the order of: _____

Address: _____

Amount: \$_____ Charge to Budget Category: Teacher Reimbursements

Approved by: _____ / _____

Committee Chairperson

PTA President

Purpose of expense: Teacher Allocations 2025-26 Academic Year

Itemize expenses below:

Paid by check # _____ Date: _____ Treasurer: _____