

# Disbursement Request

## Quince Orchard High School Boosters

Complete form, attach ORIGINAL receipts and forward to the Treasurer.  
See directions on following page

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

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Event/Committee: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Budget Line(s) to be Charged:**

Account	Amount \$
_____	_____
_____	_____
_____	_____

**Description of Expense:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Requested By: \_\_\_\_\_

Signature and Date

**\*\*ORIGINAL Receipts MUST be attached\*\***

### Instructions for Completing the QOHS BC Disbursement Request Form

To be completed by Treasurer:

Paid By: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Account Credited: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

The QOHS BC Disbursement Request form is necessary when requesting reimbursement for goods, services, or any payment that a member has incurred. It is also necessary when requesting payment for a vendor providing services for QOHS or the QOHS BC.

In order to expedite payment, please keep the following in mind:

- Print clearly!
- If submitting disbursement requests for more than one event/committee, use separate forms for each different event/committee
- Indicate which budget account should be used, stating the dollar amount. Be sure this matches the actual expense, bill or invoice
- Provide a brief explanation of the expense
- Sign and date the form

**Important: Original receipt(s) must be attached to the form.**

Disbursement Request Forms (and supporting documentation) can be submitted one of two ways:

Email Adam Friedman the Disbursement Request and receipts and leave the originals in the Booster's folder at QOHS [QOHSBCT@gmail.com](mailto:QOHSBCT@gmail.com). If there is an issue emailing all the documents, then just let me know you dropped them off at the school.

Absent extenuating circumstances, disbursements will be made within 10 days of request. If you need a check sooner, please contact Adam Friedman to discuss.