

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:

1. Email Nabila Nayyar the Disbursement Request and receipts and leave the originals in the Booster's folder at QOHS QOHSBCT@gmail.com. If there is any problem emailing all the documents, then just let me know you dropped them off at the school.
2. Mailing or dropping off all documents to Nabila Nayyar, 12510 Seurat Lane North Potomac MD 20878. If dropping off, please let me know it is there by way of text- (516) 708-3057

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