

DISBURSEMENT RECEIPT

For Event Name: _____

Purpose: _____

Chain of withdrawal and disbursement via Treasurer:

1. Check # _____ cashed for \$ _____ on _____

2. Amount of cash disbursed to signer (below): \$ _____

Two signatures are required to document this transaction:

Received by: _____ Date: _____

Disbursed by: _____ Date: _____

**Please submit receipts and change for expenses incurred
within one week of event to Treasurer.**

Receipts received: _____ Change returned: \$ _____

Received by: _____

Treasurer Copy

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Recipient Copy