

**JOHN BARCLAY HOME & SCHOOL ASSOCIATION
CASH DISBURSEMENT / DEPOSIT FORM**

DATE:

NAME:

TELEPHONE #:

COMMITTEE:

DISBURSEMENT

AMOUNT:

EXPLANATION:

PAYABLE TO:

ADDRESS:

DEPOSIT

CASH: \$

CHECK: \$

Note: In order to receive a cash disbursement, this form must be filled out completely. Attach all receipts to this form. If there are no receipts available, you must obtain the signature of the President, a Vice-President and the Treasurer in order to receive a cash disbursement.

President

Vice – President

Treasurer

-----**TREASURER'S RECORD**-----

DEPOSIT

DATE:

CASH:

CHECK:

DISBURSEMENT

DATE:

CHECK:

AMOUNT: