

Disbursement Document

Use this form for each transaction (with checks in sequential order). Attach receipts.

Check number _____	For bank charges, etc., deducted from your bank account automatically, enter "Auto" (for "automatic payment") in place of a check number.
Date _____	
Amount _____	
Written to _____	

Authorized at (circle one) Resident Council Meeting	Officers Board Meeting
by Annual Budget	Date _____

Description: _____
 Attach receipts.

All purchases must have a receipt. If the payment is to an individual and no receipts are supplied, complete the section below.

I, _____ (print name) received check # _____ in the
 amount of \$ _____ from the Resident Council on _____ (date)

for this reason: _____

Signature of Person Receiving Check: _____

Revised July 2009