



**OLIVER BEACH ELEMENTARY SCHOOL PTA**

12912 Cunningham Cove Rd, Baltimore, MD 21220

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Mandy Hughes - President                      Jen Huovinen- Treasurer  
Chrissy Ritz - Vice President      Marie Glenn - Rec. Secretary      Maryanna Fama - Corr. Secretary

**Oliver Beach Elementary School PTA Disbursement Request  
School Year 2020-2021**

**To the Treasurer: Jen Huovinen**

Date Submitted: \_\_\_\_\_

Pay to the Order of: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

Itemize Expenses Below:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

**\*\* PLEASE STAPLE A COPY OF YOUR RECEIPT(S) TO THE BACK OF THIS FORM PRIOR TO FORWARDING TO THE TREASURER. \*\***

This portion to be completed by Treasurer:

Budget Item: \_\_\_\_\_

Check \_\_\_\_\_ PayPal \_\_\_\_\_ Check Card \_\_\_\_\_

Paid by Check No: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_\_

PayPal Transaction#: \_\_\_\_\_ PayPal Transaction Date: \_\_\_\_\_

Check Card Transaction#: \_\_\_\_\_ Check Card Transaction Date: \_\_\_\_\_