



OLIVER BEACH ELEMENTARY SCHOOL PTA
 12912 Cunningham Cove Rd, Baltimore, MD 21220
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Chrissy Ritz - President Jen Huovinen- Treasurer
 Mandy Hughes - Vice President Amanda Newman - Rec. Secretary Nerissa Janack - Corr. Secretary

**Oliver Beach Elementary School PTA Disbursement Request
 School Year 2019-2020**

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: _____