

**OLIVER BEACH ELEMENTARY SCHOOL PTA**

**12912 Cunninghill Cove Rd, Baltimore, MD 21220**

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Daria Greensfelder - President Morgan Wood- Vice President Caitlin Wood- Treasurer

Jaimie Schorr- Rec. Secretary Kelsie Wagner- Corr. Secretary

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**Oliver Beach Elementary School PTA Disbursement Request**

**School Year 2024-2025**

**To the Treasurer: Caitlin Wood**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_