



North Bend Elementary School PTA

..1445 North Bend Road
Jarrettsville, MD 21084
NorthBendElemPTA@gmail.com
410-692-7815



Disbursement Request

Date: _____

Requested by: _____ Phone Number: _____ PTA Member: Y N

To the Treasurer:

Pay to the order of _____

Amount: _____ dollars and _____ cents \$ _____

Approved by: _____
Signature Title

Purpose/Event: _____

Itemize expenses below:

How would you like to receive the check?

_____ Pick Up at School

_____ Mail Address: _____

TOTAL \$ _____

Please staple original receipts to this form prior to forwarding to the Treasurer.

Paid by check no. _____ Date: _____

Treasurer: _____
Signature

TreasurerNBESPTA@gmail.com