

Dayton Oaks Elementary School PTA

4691 Ten Oaks Road, Dayton, MD 21036
410-313-1571



Website: <https://daytonoakspta.org/>
Email: treasurer@daytonoakspta.org

REIMBURSEMENT/DISBURSEMENT REQUEST FORM

Please complete the following form and attach ORIGINAL receipt(s); if only certain items on the receipt are requested for reimbursement, please circle the applicable items in pen.

Please describe the nature of the requested reimbursement below.

If the reimbursement is for the activities of a committee or academic department, please submit the request to the Committee Chair (as noted on the PTA website) or Department Chair for approval.

Place completed and approved requests in the PTA mailbox in the mail room Attn: PTA Treasurer.

Date:

Pay to the order of:

Amount:

Accounts to be charged:

Expense Description:

Total number of receipts attached:

Requested by (your signature):

Approved by (Committee or Department chair signature):

Instructions for check or Zelle:

____ Send home with _____ Grade _____ Teacher _____

____ Mail to the following address: _____

____ Other or Zelle details: _____

Check number or Zelle:

Date:

Funds approved by (PTA President or VP)

Funds disbursed by (PTA Treasurer)