

**Farquhar Middle School PTA
16915 Batchellors Forest Road
Olney, MD 20832**

Reimbursement/Check Request

Date: _____ Amount: \$ _____

Pay to the order of: _____

Mail check to: _____

Purpose: _____

Itemize expenses below and list budget line item:

Amount	Account:
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Check Requested By: _____
Signature & Date

Approved by: _____
Signature of Committee Chair (required if >\$100)

Mail to: Sandy Abel - 18671 Brooke Road - Sandy Spring - MD - 20860 Or Leave in Treasurer's Folder in PTA Mailbox
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*******Receipts MUST be attached*******