

Walt Whitman PTSA
Request For Reimbursement or Payment for PTSA Activities

Name _____

Phone Number _____ Email Address _____

Committee (or Budget Line Item) _____

Purpose (Include date of event) _____

Amount of Check _____

To whom should check be payable (if different from above)?

Where should check be sent or delivered?

BE SURE TO ATTACH RECEIPTS FOR ALL AMOUNTS SPENT.

Questions? Contact Janice Mehler, Treasurer – jmehler@nas.edu

Mail to me at 8301 Beech Tree Road, Bethesda, MD 20817 or put in blue Treasurer's folder in PTSA box at Whitman.

Check Number _____

Date _____

Amount _____

Budget Item Charged _____