



Flora M. Singer Parent and Teacher Association

2600 Hayden Drive, Silver Spring, MD 20902

Request for Payment during School Year 2022-2023

Please submit requests for reimbursement with receipts within 30 days of purchases.
All requests should be submitted by Friday, June 16, 2023.

Date: _____ Amount requested: \$ _____

Pay to the order of (*payee or vendor*): _____

Budget Line Item: _____

Purpose (program): _____

Receipts REQUIRED prior to disbursement – please attach to this form

Itemize Expenses:

Check Requested by: _____ Signature: _____

Mailing address:

Approved by: _____ Date: _____
(Committee Chair Signature-recommended)

Approved by: _____ Date: _____
(Officer Signature-required; will be obtained by Treasurer)

Paid by Check No.: _____ Check Amount: \$ _____

Treasurer Signature: _____ Date: _____