

How to receive reimbursement by the PTA

Make a copy of your receipt for your records. Send the original receipt, the PTA Reimbursement Request Form, along with a self addressed stamped envelope to:

Cathryn Chang, PTSA Treasurer
15017 Joshua Tree Road
North Potomac, MD 20878

The treasurer will draft checks twice a month, on the 15th and 30th of each month. In accordance with PTA bylaws, all checks require two signatures, so you can expect your payment around the 10th and 25th of each month.

All purchases should have pre-approval. Reimbursement cannot be made without board approval, so please be sure to follow Montgomery County PTA protocol, or your purchases could become your own personal donation.

We apologize for the layers it takes for a simple reimbursement. This system was established by Montgomery County PTA to ensure the safe and responsible handling of the generous donations of parents like you.

Thank you for volunteering and making RFMS a better place!