

Request for Advance

(Please use this form to request funds to pay for budget items already approved by the PTA)



Name: _____

Phone: _____

Address: _____ City/Zip: _____

Funds being requested for: _____

List estimated costs: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Advance Requested \$ _____

I request the above advance for expenses of authorized PTA business. Within two weeks of the completed task, I agree to submit an expense statement with all receipts. At that time I will refund any unused portion of the advance or claim money due me, providing the total is not in excess of the budgeted amount.

Signature: _____

Date: _____

****DO NOT PLACE MONEY IN THE OPEN MAILBOX IN THE OFFICE****

All monies should be either given directly to the Treasurer or placed in the locked mailbox on the PTA closet door. Please inform the Treasurer that a deposit is waiting.

For Treasurer's Use Only

Budget Category: _____ Budget Amount: _____ In Budget? _____

If not in Budget, Date of approval by Board (under \$300) or General Membership: _____

Approval of PTA President or Vice-President : _____

Signature of Treasurer: _____

Check # _____

Date Check Issued: _____