

PTA Request to Pay in Advance Form

Please complete this form when requesting PTA to pay for something in advance. An advance may be provided to an officer, committee chairman, or PTA member if requested and approved by the PTA President or in accordance with the PTA's Bylaws/Standing Rules. No advance will be given over the committee/event budgeted line item amount. Any amount over _____ (fill in the amount, i.e. \$100.00) will need Executive Board approval. Committees/events designated as income can receive a cash advance up to _____ (fill in the amount, i.e. \$100.00) and will need Executive Board approval. Please submit this form with copy of order to the PTA Treasurer. Any unused money must be turned over to the PTA Treasurer with receipts within _____ (hours/days) of the event. Any material paid for by the PTA, which is left over from the PTA event or committee is property of the PTA and should be returned to the PTA.

Name _____ Phone #: _____

Address _____ Zip Code _____

Amount of advance payment _____

Event or committee requesting advance _____

Comments or special instructions:

Signature _____ Date _____

Please Note: All required receipts or copy of the order form from purchases made with advance must be attached to the back of this form. Any unused funds must be returned within _____(hours/days) to the PTA Treasurer.

For Treasurer use only:

Authorized Signature for payment: _____

Date of Check: _____ Check No.: _____

Payable to: _____

Date Received by Treasurer _____

Date Check Issued _____

Please attach a copy of the order to this sheet and submit to the PTA treasurer.