

PTA

## **REQUEST FOR ADVANCE/PAYMENT AUTHORIZATION**

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

For PTA TREASURER USE:         Membership-approved activity       Funds released by membership         Executive Board-approved expenditure         Budget Category       Budgeted Amount         Check Number       Amount         President's signature:       Date:	Name			Telephone (	Telephone ()		
Funds being requested for:	Address						
List estimated costs:       \$	City/Zip						
List estimated costs:       \$\$							
Signature	Fun	ids being requested	for:				
\$	List	t estimated costs:		\$	_		
S TOTAL ADVANCE REQUESTED \$  I request the above advance for expenses of authorized PTA business. Within two weeks of the completed assignment, I agree to submit an expense statement along with the required receipts and to refund any unused portion of the advance or to claim money due to me, providing the total is not in excess of the approved amount. Signature Date For PTA reasurer use:				\$	_		
TOTAL ADVANCE REQUESTED \$				\$	_		
I request the above advance for expenses of authorized PTA business. Within two weeks of the completed assignment, I agree to submit an expense statement along with the required receipts and to refund any unused portion of the advance or to claim money due to me, providing the total is not in excess of the approved amount. Signature Date  For PTA TREASURER USE:  Budget Category Budgeted Amount Check Number Amount President's signature: Date:				\$	_		
weeks of the completed assignment, I agree to submit an expense statement along with the required receipts and to refund any unused portion of the advance or to claim money due to me, providing the total is not in excess of the approved amount.   Signature			TOTAL ADVANCE REG	UESTED \$	_		
weeks of the completed assignment, I agree to submit an expense statement along with the required receipts and to refund any unused portion of the advance or to claim money due to me, providing the total is not in excess of the approved amount.   Signature							
Executive Board-approved expenditure	weeks of the	e completed assignment	, I agree to submit an expe	nse statement along with the	e required receipts and to r	efund any	
Membership-approved activity     Funds released by membership     Executive Board-approved expenditure     Budget Category     Budgeted Amount     Check Number     Amount  President's signature: Date:	Signature _			Date			
Membership-approved activity     Funds released by membership     Executive Board-approved expenditure     Budget Category     Budgeted Amount     Check Number     Amount  President's signature: Date:							
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Executive Board-approved expenditure     Budget Category Budgeted Amount Check Number Amount  President's signature: Date:	_		vity 🗖 Eunds r	eleased by membership			
President's signature: Date:			•				
	Γ	Budget Category	Budgeted Amount	Check Number	Amount		
	∟ President's s	signature:			Date:		

1/2011