

## STEWART 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 \$20 will need Executive Board approval. Committees/events designated as income can receive a cash advance up to \$150.00 and will need Executive Board approval.

Please submit this form, with copy of the order, to the PTA Treasurer, Marie Healey.

Any unused money must be turned over to the PTA Treasurer with receipts within **FIVE (5) days** of the event. Any material paid for by the PTA, which is left over from the PTA vent or committee is property of the PTA and should be returned to the PTA.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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 FIVE (5) days to the PTA Treasurer.

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### ***FOR TREASURER USE ONLY***

Authorized Signature for Payment: \_\_\_\_\_

Date of Check: \_\_\_\_\_ Check #: \_\_\_\_\_

Payable To: \_\_\_\_\_

Date Received by Treasurer: \_\_\_\_\_

Date Check Issued: \_\_\_\_\_

**Please attach a copy of the order to this sheet and submit to Marie Healey, PTA Treasurer.**