

**OGPTA REQUEST FOR FUNDS FORM (RFF) 2023/24**

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**\*Please Read\* - RFF Guidelines**

Before you fill out this page, please review the OG PTA Reimbursement Procedures located on the [PTA Website](#).

**NOTE: Requests for funds require 7-10 days to process.**

Submit reimbursement requests w/in 60 days of the expenditure or it will be considered a donation to OGPTA.

Questions? Email: [ogstreasurymaster@gmail.com](mailto:ogstreasurymaster@gmail.com).

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**Today's Date (m/d/y):**

**Date of Expense:**

**Your Name:**

**Your Email:**

**Your Phone:**

**Committee / Event:** *(or budget category if known)*

**Description of Expense:** *(what was it for)*

**Expense Amount:** \$

**Payment Method:** *(please select one from list below)*

- Direct payment to vendor - **check** (attach bill/invoice)
- Direct payment to vendor - **PTA debit card** (attach bill/invoice)
- Cash advance (attach estimate & state purpose for the cash)
- Reimbursement - **check** (attach all receipts)
- Charge already made on PTA debit card (attach bill/invoice)

**Check Payable To:** *(Checks cannot be payable to "Cash")*

**Payment Address:** *(Where to send payment)*

**Please specify if special arrangements required for check delivery or pick up:**

**Budget Approval:** *(please select one from list below)*

- Expense is less than \$600 (no verification required)
- Expense is more than \$600 (verification required – please see next question)\*

**Budget Approval Verification:** *(if verification required - see above)*

List Name of Supervising committee chair or VP (**\*attach copy of approval or VP Signature below**)

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**W9 Tax ID Information: Required if you are paying for SERVICES and the recipient is NOT a corporation.**

- I purchased goods, food or beverages (not a service, no tax ID info required)
- I purchased a service – W9 is already on file with PTA (please check with OGSPATA Treasurer)
- I purchased a service – W9 attached

**Your Signature & Date:**

**VP/Supervising Chair Signature & Date**  
*(if verification required - see above):*