

OG PTA REQUEST FOR FUNDS FORM 2024/25

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**. Please submit reimbursement requests **within 60 days of the expenditure** or it will be considered a donation to OGPTA. Questions? Email: ogstreasurymaster@gmail.com.

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) _____

(Any offsite field trip requires full payment to be made to Greenwich Public School/GPS for bus fees and venue – attach bus fee quote & venue invoice)

Is this expense for an off-site field trip?
(Are students leaving OGS school?)

Check here if YES:

Check here if NO:

Expense Amount: \$ _____

Payment Method: **Please select one**

- 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)
- Direct payment to GPS for offsite field trip

Check Payable To: _____

Payment Address:
(Where to send pmt) _____

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

Budget Approval: **Please select one**

- Expense is less than \$600 (No verification required)
- Expense is \$600 or more (Verification required – please write name of your project's committee chair or supervising PTA-VP. Treasury will contact to verify.)

Tax Identification Information: **Required if 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 already on file with PTA (vendor was used previously)
- I purchased a service – W9 attached

**Services include musicians, author visits, entertainers, performances, workshops, lectures, presentations, rentals ...etc.*

Your Signature: _____ Date: _____