



PTA Request to Pay in Advance Form

Clarks Summit Elementary PTA
Member of the Pennsylvania PTA

Please complete this form when requesting the 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 **\$100.00** will need Executive Board approval. Committees/events designated as income can receive a cash advance up to **\$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 **7 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.

Requested by _____ Phone # _____

Mailing Address _____

Email Address _____

Event/Committee _____ Amount _____

Comments _____
(e.g. make check payable to vendor)

Signature _____ Date _____

Please Note: All required receipts or copy of the order form from purchases made with advance must be attached to this form. Any unused funds **must** be returned within **7 days** to the PTA Treasurer.

For Treasurer use only:

Date Received by Treasurer _____	Date Check Issued _____
Made Payable to _____	Check Number _____
Authorized Signature _____	