

**Central Valley 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 amount.
- Any amount over \$100.00 will need Executive Board approval.
- Committees/events designated as income can receive a cash advance up to \$200.00 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 7-10 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.

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

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 2 days to the PTA Treasurer.

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*For Treasurer use only:*

Authorized Signature for payment: \_\_\_\_\_

Date of Check: \_\_\_\_\_ Check No.: \_\_\_\_\_

Payable to: \_\_\_\_\_

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

Date Check Cleared: \_\_\_\_\_

**Please attach a copy of the order to this sheet and submit to the PTA treasurer.  
Rebecca Haugh, (724)967-4552  
treasurer.cvpta@gmail.com**