



SFPTA Advance Payment Request Form

Please complete this form when requesting to be paid in advance for something. An advance may be provided to an officer, committee chair, 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's or event's budgeted line item amount. Any amount over **\$200.00** will need Executive Board approval.

Please submit this form to the PTA Treasurer. Any unused money must be returned to the PTA Treasurer with receipts within **seven (7) days** of the event. Any material paid for by the PTA that is left over from the event or committee is the property of the PTA and should be returned to the PTA.

Event or Committee requesting Pay Advance: _____

To be used to purchase: _____

Amount of Advance Pay: \$ _____

Name: _____

Phone: _____

Address: _____

Zip: _____

Comments or instructions:

Signature: _____

Date: _____

Please note: A copy of this form will be given to you with your advance. All receipts or copy of the order form from purchases made with advance must be attached to the back of this form and returned to the PTA Treasurer.

For Treasurer's use only:

Advance authorized by: _____

Date received: _____

Date of check: _____

Check #: _____

Payable to: _____

Line Item in Budget: _____