

GAYHEAD ELEMENTARY SCHOOL PTA CASH ADVANCE REQUEST

Committee: _____

REASON for advance: _____

Proposal (Detailed list of projected expenses):

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL AMOUNT REQUESTED	\$

Requested by: _____ Phone #: _____

Requestor Signature: _____

APPROVALS:

- For advances under \$100:

Approved by: _____

PTA President
Date

- For advances between \$101 and \$300, a second approval is required:

Approved by: _____

President-Elect or VP
Date

- Any amount over \$300 will require Executive Board approval.

Note: This advance cannot be issued earlier than **7 days** prior to the event. All receipts, completed documentation (i.e. Expense Voucher), and any leftover funds must be turned in to the Treasurer within **5 days** of the event.

***** Please do not write below this line *****

Check #: _____

Expense Voucher - Date Received: _____

Money Returned? Yes No Amt: _____ Re-deposited: _____

Additional Funds Req'd? Yes No Amt: _____ Check#: _____