LONDON TOWNE ELEMENTARY PTA

CASH ADVANCE REQUEST FORM

Purpose: A person should use this form if they are requesting cash to make purchases on behalf of the PTA.

Directions:

1. Complete Section A of the form. Obtain approval from your PTA Officer liason.
2. Submit the form to the treasurer ***at least three business days*** prior to your need.
3. The treasurer will obtain the requested funds and provide them to you on the day needed. Upon receipt, complete Section B.
4. At the conclusion of your purchases, complete Section C. Submit the form, your receipts and the remaining amount of the cash advance in a sealed envelope to the treasurer.

A. CASH ADVANCE REQUEST

Event: _____ Date of Event: _____

Purpose: _____ Date Needed: _____ Amount Needed: _____

Requested by (Print Name): _____ Signature: _____ Date: _____

Approved by (Print Name): _____ Signature: _____ Date: _____

B. CASH ADVANCE RECEIPT

Amount Received: _____ Received by: _____ Date: _____

C. CASH ADVANCE SUBMISSION

Receipt Itemization	Amount
Total Receipts Submitted	
Total Cash Submitted	
Total for all items	

Treasurer Initials: _____ Date Deposited: _____ GL Account Code: _____