

WHITTIER ELEMENTARY PTA

REQUEST FOR REIMBURSEMENT OR CASH ADVANCE

Please attach receipts or invoices to the back of this form. This will help the treasurer keep accurate account information for line items. If you need cash for making change at a PTA event, please give the treasurer at least one (1) week notice prior to the activity/project.

REQUEST FOR REIMBURSEMENT: You must attach any receipt(s) to the back of this form.

Date of Purchase: _____

Today's Date: _____

Reason for Purchase: _____

Total Cost: _____

Method of Payment: cash check debit/credit

Request for Advance for a PTA Event/Purchase: If an advance is needed to purchase items or services for a PTA event, you must obtain a formal price quote/receipt and submit it to the treasurer to document your purchase on behalf of the PTA. Cash is provided only to prepare a Cash Box for making change at an event.

Cash Box request for an event

Date of Request: _____

Date Needed: _____

Amount Requested: _____

Committee: _____

Specific Event: _____

Purpose of Advance: _____

Requested by (please print): _____

Signature: _____

Preferred reimbursement notification method:

1) call from school front desk 2) email 3) call from treasurer 4) text message

Contact info (if #2 - #4 is circled): _____

<i>For Treasurer's Use Only</i>	Reimbursement	Check Advance	Cash Distribution
Distributed to: _____	Refund Date: _____		
Amount: _____	Check Number: _____	Line Item: _____	