

GMIS PTO Request to Pay In Advance 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 PTO member if requested and approved by the PTO President or Vice-President or in accordance with the PTO's bylaws/ standing rules. No advance will be given over the committee's or event's budgeted line item amount. Any amount over \$_100.00_ will need Executive Board approval.

Please submit this form to the PTO Treasurer at least 5 days prior to needing the funds. Any unused money must be turned back to the PTO Treasurer with receipts within 1 day of the event. Any material paid for by the PTO that is left over from the event or committee is the property of the PTO and should be returned to the PTO.

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: All receipts or copy of the order form from purchases made with advance must be attached to the back of this form, and given to the PTA Treasurer.

For treasurer's use only:

Date of Check _____ Check # _____

Payable to _____

Line Item in Budget _____

Date received by Treasurer _____

Advance authorized by _____

(2 signatures, cannot be same name as person check is written out to on account.)