



WVES PTA Request to Pay in Advance Form

Please complete this form when requesting the PTA to pay for something in advance. An advance may be provided to an officer, committee chairman, or PTA member. Any amount under \$50.00 must be approved by a member of the PTA Board. Any amount **over \$50.00** will need Executive Board approval. No advance will be given over the committee/event budgeted line item amount. Please submit this form with a copy of order to the PTA Treasurer. Any unused money must be turned over to the PTA Treasurer with receipts within **one (1) day** of the event. Any material paid for by the PTA, which is left over from the PTA event or committee, is property of the PTA and should be returned accordingly.

Name:

Phone #:

Address:

City:

Zip Code:

Amount of advance payment:

Event or committee requesting advance:

Comments or special instructions:

Signature:

Date:

Please Note: All required invoices or copy of the order form must be provided to the Treasurer. Any unused funds plus receipts of purchases must be returned within 1 day of the event to the PTA Treasurer.

Please attach a copy of the order to this sheet and submit to the PTA Treasurer.



WEST VINCENT PTA
every child. one voice.