

Request for Cash Advance

Purpose	In order to procure services and supplies for approved and ongoing PTA activities, a cash advance may be extended to PTA Board Members. Advances must be introduced as a motion and approved by the PTA Board.
Reimbursement Procedure	<p>The General Membership of the Harry Stone Montessori PTA (HSPTA) must authorize the expenditure of all funds. Approving the budget and subsequent amendments fulfills this obligation. HSPTA uses a general voucher system for expenditures. A sample voucher is provided below as Exhibit A. Checks are written for the purposes authorized by the voucher.</p> <p>An advance may be provided in an amount which is reasonable and consistent with the nature of the approved project. Advances are settled in accordance with the procedures and regulations used for reimbursements.</p>
Regulations	<ol style="list-style-type: none">1. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be reimbursed by HSPTA. This policy applies to all HSPTA members, volunteers and board members.2. A printed voucher (required) and purchase order (if available) must be remitted to the HSPTA Treasurer before a cash advance will be issued. An original receipt must be provided to the HSPTA Treasurer within 10 days after the cash advance has been delivered to the PTA Board Member.

Request for Cash Advance

Cash Advance for Harry Stone PTA Expenditures

Claimant: _____ Date: _____

_____ Telephone: _____
 Print Name

Address: _____

I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. Email: _____

City: _____

_____ State: _____ Zip: _____
 Signature

Description and Guideline: This application is used to claim reimbursement for authorized expenditures made on behalf of the Harry Stone Montessori PTA. Authorized expenditures include business transactions and financial obligations made in support of a Plan of Work which has been approved by the Harry Stone Montessori PTA Board. Original receipts are required for reimbursement. If you are submitting more than one receipt, please number each item and record the number next to the description in the table below.

Description	Receipt Yes/No	Amount	Budget Category
Cash Advance: (a) attach the purchase order, if issued, (b) original receipts are required within 10 days after the cash advance has been delivered.			
Expense			
Expense			

Expenses Total \$ _____.

Date Opened: _____ Amount: _____ Check No. _____

Check signed by: _____ and _____

Date Closed: _____