

EVANS CITY PTO

CASH ADVANCE REQUEST FORM

A cash advance form should be used to get money up front to pay for items to support a committee/event. Prior to the event, you will need to submit the first part of the form to the Treasurer. In it, you will need to provide a detailed explanation of what the money will be used for and include a cost estimate for each of the supplies.

After the event, you will need to return to the Treasurer:

1. The "Return Slip" section of the form.
2. Any receipts which detail how the money was spent.
3. Any unused money that was not needed for the event.

It is the responsibility of the requestor to arrange for the purchase and the payment or reimbursement if the purchase is approved.

Contact Information

Name: _____

Date: _____

Email: _____

Phone: _____

Event Information

Event Name: _____

Event Date: _____

Description of Items: _____

(Include estimated breakdown of what all of the funding will be used for.)

Amount Requested: _____

Amount Received: _____

Return Slip

Name: _____

Date: _____

Email: _____

Phone: _____

Event Name: _____

Event Date: _____

Funding Used: _____

Funding Returned: _____