



<b>For Treasurer's Use Only:</b>
Date: _____
Check #: _____
Amount: _____

## PTIA Advance of Funds Request

*Use this form to request funds for an event or for payment without receipts or invoices  
Please complete all information!*

COMMITTEE: \_\_\_\_\_  
(use separate forms for different committees)

AMOUNT REQUESTED: \_\_\_\_\_  
(Immediately after a receipt is obtained, please place it in PTIA's blue mailbox outside the main office along with the name of committee member submitting this request.)

REASON FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE NEEDED BY: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

Teachers and Staff Only: Leave check in staff mailbox (allow 10-14 days)

PayPal to: \_\_\_\_\_

Please mail check via USPS to:

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE OR EMAIL: \_\_\_\_\_

COMMITTEE CHAIR SIGNATURE: \_\_\_\_\_

Please place the completed form in the PTIA's blue mailbox outside the main office or contact the PTIA Treasurer - Laura Dobrzynski email: [okmatreas24@gmail.com](mailto:okmatreas24@gmail.com) or text at 248-701-8070 to make other arrangements.