

Robert Frost PTSA

Request for Funds & Reimbursements - Fiscal Year 7/1/2011 – 6/30/2012

I'm requesting a:

- Reimbursement Check
- Cash Advance
- Check payable to a third party

**If you prefer to E-mail a request for a cash advance or check payable to a third party, please ensure all applicable information is included in the e-mail.

**For reimbursement requests, you must send this form with all original receipts to the Treasurer with a self addressed stamped envelope. (Make a copy for your record.) Checks are usually drafted on the 15th and 30th of each month. You should receive reimbursements approximately 10 days after each payment date.

Name: _____ Date: _____

Address: _____

Telephone Number: _____

Committee/Event: _____

Budget Line Item: _____

Description of Expenses: _____

FOR CHECKS:

Check payable to: _____

Check amount: _____

FOR CASH ADVANCE:

Cash amount: _____

I would like the cash as: *(e.g. 10 tens, 10 fives, 50 ones, and 4 roles of quarters.)*

Send form to Frost in an enveloped marked "PTA Treasurer" or **preferably** send form to:

Cathryn Chang, PTSA Treasurer
15017 Joshua Tree Road
Gaithersburg, MD 20878

301-335-3610
Cathryn_Chang@hotmail.com

Approved by: _____	Date: _____	Check # _____
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