

For Treasurer's Use:
Check No. _____
Date _____
Amount _____

Baldwin Elementary PTA
REQUEST FOR CASH ADVANCE

Use this form to request change for an event or for payment without receipts or invoices

Please complete all information!

PAY TO
NAME: _____

ADDRESS: _____

PHONE: _____

COMMITTEE/EVENT: _____
(Use separate forms for different committees/events)

AMOUNT REQUESTED: _____
(As soon as a receipt is obtained, place in treasurer's mailbox)

REASON FOR REQUEST: _____

SUBMITTED BY: _____ PHONE: _____

DATE: _____

Please place the completed form with attached receipt(s) in the treasurer's mailbox or call Carolyn Stickney 586-752-2851 to make other arrangements.