

## OG PTA REQUEST FOR FUNDS FORM 2022/23

Before you fill out this page, please review the OG PTA Reimbursement Procedures located on the PTA Website.

**NOTE:** Requests require 7 days to process. Please submit reimbursement requests within 60 days of the expenditure or it will be considered a donation to OGPTA. Questions? Email: [ogstreasurymaster@gmail.com](mailto:ogstreasurymaster@gmail.com).

Today's Date (m/d/y): \_\_\_\_\_ Date of Expense: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Email: \_\_\_\_\_

Your Phone: \_\_\_\_\_

Committee / Event:  
(or budget category if known) \_\_\_\_\_

Description of Expense:  
(What was it for) \_\_\_\_\_

Expense Amount: \$ \_\_\_\_\_

Payment Method: **Please select one**

- ☐ Direct payment to vendor - **check** (attach bill/invoice)
- ☐ Direct payment to vendor - **PTA debit card** (attach bill/invoice)
- ☐ Cash advance (attach estimate & state purpose for the cash)
- ☐ Reimbursement - **check** (attach all receipts)

Check Payable To: \_\_\_\_\_

Payment Address:  
(Where to send pmt) \_\_\_\_\_

Please specify if special arrangements  
required for check delivery or pick up: \_\_\_\_\_

Budget Approval: **Please select one**

- ☐ Expense is less than \$600 (No verification required)
- ☐ Expense is \$600 or more (Verification required – please write name of your project's committee chair or supervising PTA-VP. Treasury will contact to verify.)

\_\_\_\_\_

Tax Identification Information: **Required if paying for SERVICES\* and the recipient is NOT a corporation.**

- ☐ I purchased goods, food or beverages (not a service, no tax ID info required)
- ☐ I purchased a service – W9 already on file with PTA (vendor was used previously)
- ☐ I purchased a service – W9 attached

*\*Services include musicians, author visits, entertainers, performances, workshops, lectures, presentations, rentals ...etc.*

Your Signature: \_\_\_\_\_