

**Glenwood Middle School PTSA**  
**Funding Advance Form**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**PTSA Position:** \_\_\_\_\_

**I request an advance for expenses expected to be incurred while on Glenwood Middle School PTSA business, as indicated by the amount and corresponding activity listed below. Within two business days of the activity's completion, I agree to submit a deposit in the entire amount of the advance indicated below. I understand that, once the process as agreed upon herein is complete, the treasurer of Glenwood Middle School PTSA will provide me with a copy of this completed form as a receipt indicating completion of the process.**

\_\_\_\_\_  
**Signature**

PTSA Activity	Amount
Bake Table & Concessions	
Spirit Wear	
School Store	
Other (specify):	
<b>Expected completion date of activity:</b>	

.....  
Portion below completed by treasurer  
.....

**Disbursement:** \_\_\_\_\_

**Check #** \_\_\_\_\_ **dated** \_\_\_\_\_.

**Redeposit of advance submitted on date** \_\_\_\_\_.

\_\_\_\_\_  
**Treasurer Signature**