

## ADAMS PARENT TEACHER ORGANIZATION Reimbursement and Cash Advance Request

Directions: If you would like to be reimbursed or receive a cash advance for materials, supplies, etc. for an APT activity, please complete the following form in duplicate and turn in one copy to the Treasurer's file via the school office along with receipts that support your request (for reimbursement, turn in the receipts with the form—for a cash advance, turn in an estimate with the form and the receipts when paid). Keep the second copy of this form on file with the event records.

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

**Event/Activity:** \_\_\_\_\_

**Individual requesting reimbursement:** \_\_\_\_\_

**Contact phone number:** \_\_\_\_\_

Name of Item	Amount
<b>Total Amount Requested</b>	

**Attach Receipts Here.  
Circle items and price.**

For Treasurer's Use Only:	
Date Received: _____	Date Paid: _____
Check # _____	