

Pacific Crest Trail Association Volunteer Advance Request Form

Check Payable To: _____
 Address: _____
 Date of Request: _____

PCTA Region/Rep: _____
 Volunteer Group/Corps Crew: _____
 Project Name: _____

Date of Project	Amount of Expenses				Description of Items to Purchase	Accounting use only		
	Tools	Supplies	Other	Total Expenses		Account	Activity Code	Class
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
				-				
Totals	0.00	0.00	0.00	-				

Once you have made your purchases, you must complete a Reimbursement Form. All original receipts should be attached to the form. If you have spent more than the amount of the advance, PCTA will send you a reimbursement check for the difference. If you have underspent the advance, a check made out to PCTA for the difference should be sent in with the receipts.

Volunteer Signature and Date

Receipts must be submitted within 30 days of a project.

Checks are processed on or around the 1st and the 15th of each month.

Please complete this form and mail it to:
 Pacific Crest Trail Association, Attn: Accounting
 1331 Garden Highway, Sacramento, CA 95833