



Bursar's Office  
 1200 E. California Blvd, MC 120-87  
 Pasadena, CA 91125  
 Hotline: 626-395-2988  
 Email: Bursar@caltech.edu

# PTA Transfer Club/House Request

## Instructions:

Please fill this form out with a staff member from the Department you are asking for support as you can plan your club or house event. The person filling out this form must be authorized on the club or house Bursar's account. Please allow 1 to 5 business days for processing this request.

### Section 1 – Club/House Information:

<i>Club/House Name:</i>	<i>Club/House Account Number:</i>
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### Section 2 – Department Information: (This section will be filled out by the Department)

<i>Department Name:</i>		
<i>Project:</i>	<i>Task:</i>	<i>Award:</i>

### Section 3 – Event Support Request:

<i>Event:</i>	
<i>Event Date:</i>	<i>Amount:</i>

I am requesting the following in support of my event (check all that apply):

- A PTA to place a request with Security, Facilities, Dining, and/or Procurement Services.
- Event Supplies, such as food, decorations, and equipment.

### Section 4 – Club Requestor/Approver:

I, \_\_\_\_\_, approve the Bursar's to charge the club/house account listed above after the event date to pay back the Department mentioned in Section 2 of this document.

<i>Club/House Officer Signature:</i>	<i>Club/House Position:</i>	<i>Date:</i>
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### Section 5 – Department PTA Approver:

<i>Department Approver Name:</i>	<i>Department Approver Signature:</i>	<i>Date:</i>
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\*The Department will not charge more than the amount approved by the club/house on this form.  
 \*\*If the PTA was used for an AiM Request, the exact amount charged on the AiM Request will be transferred.