

Group: _____ **Chapter:** _____ **Unit Name:** _____

Transaction Type (Please select only one. A separate form is required for different transactions types.)

Expense

Deposit

Advance Closing

Advance

Transfer

Payee: _____

Amount of Advance: _____

Check #: _____

Date	Description	Amount	Account Code	Project ID

Total:

Payee Information - Check		Approvals	
Payee:		Submitted By:	
Mail To:		Phone Number:	
Address:		Email:	
City State Zip:		Submitted Date:	
Phone/Email:		Approved By:	
Payee Information - ACH		Phone Number:	
Payee:		Email:	
Email:		Approved Date:	
Instructions:	First ACH 1. Submit approved TPF to accounting@pioneersvolunteer.org 2. Email a voided check image and the TPF to ACH@pioneersvolunteer.org **Step 2 is not needed on subsequent ACH payments for a payee unless the banking information changes**	The TPF form and all approvals should be done electronically. Please include the email string showing the approvals when you submit the TPF to the accounting inbox	