Instructions for filling out the BLUE FORM
10/14/2025

1. Find the fillable form copy on the Hub under Resources (line 2). There are actually two blank forms on each sheet. Download the fillable form.

2. Fill out all of the fields to the best of your ability. Include reason for each request. Remember to check the 1099 box if you are requesting payment for an individual (rather than a business or organization.)

3. Include receipts!

4. Find the list of Common Accounts on the Hub (same place as the Blue Form) and choose the appropriate account for your request.

5. Choose the appropriate Fund for your request. If you don't know, leave that blank.

6. Email your Blue Form(s), receipts and any necessary explanations or questions to Laura at accounting@ptcaweb.org.

The Treasurer will have the approval authority for most requests. Self-reimbursements will be approved by the Head of Staff. In the future we will have a list of authorized signers for various expenses.