

Lincoln Elementary PTA

Payment Authorization / Request for Reimbursement

Payee

Michael Chen

Address

1200 Oak Street

Springfield, CA 90210

Phone

(555) 222-2222

Email

michael@demo.futurefund.com

Expenditure Description

Date	Merchant	Category	Amount
Jun 20, 2026	Pizza Palace	Event Expenses	\$185.00
Total			\$185.00

Signature

Signature of VP/Chairman for Program/Event

Date

Date

For PTA Treasurer Use

- ☐ Membership – Approved Activity
- ☐ Funds Release by Membership
- ☐ Executive Board – Approved Expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

President Signature

Date Approved in Minutes

Date

Secretary's Signature