

Lincoln Elementary PTA

Payment Authorization / Request for Reimbursement

Payee

Sarah Johnson

Phone

(555) 111-1111

Email

sarah@demo.futurefund.com

Requested Payment

Not specified

Expenditure Description

Date	Merchant	Category	Amount
Jul 8, 2026	Staples	Classroom Supplies	\$45.99
Jul 8, 2026	Target	Classroom Supplies	\$32.50
Total			\$78.49

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