Lincoln Elementary PTA

Payment Authorization / Request for Reimbursement

Payee
Michael Chen

Phone
(555) 222-2222

Email
michael@demo.futurefund.com

Requested Payment
Not specified

Expenditure Description

Date	Merchant	Category	Amount
Jul 15, 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