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 31, 2026	Office Depot	Office Supplies	$25.00
Jul 31, 2026	Protein Haus	Event Expenses	$4.92
		Total	**$29.92**

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

Receipt

Date: Jul 31, 2026 | Merchant: Office Depot | Category: Office Supplies | Amount: $25.00

Office Depot
Store #: 5432
Address: 555 Business Park Rd
Anytown, CA 90210
Date: Time: 04/04/2026 14:22:37
Transaction #2: 77891234

Items:	Talle
1 ~ Legal Pad (Pack of 5)	$12.99
1 ~ Blue Ballpoint Pens (12 pack)	$8.49
1 ~ Sticky Notes	$4.99
Subtotal	**$26.47**
Tax	**$2.28**
Total	**$25.00**

Payment wil:
Corporate Card Approved

Thank you bear nights to
Scan Date: 2026-04-04

Receipt

Date: Jul 31, 2026 | Merchant: Protein Haus | Category: Event Expenses | Amount: $4.92

HEALTHY-FOOD

Protein Haus

456 Fitness Ave
Anytown, CA 90210
(555) 123-4567
12/07/2025 10:45:22

Order #o: PH-987654

1 * Whey Protein Smoothie (Small)		$4.49
Add: Banana Boost		$0.50
Subtotal	$4.99	$4.99
Tax	$0.43	(8.6%)
Total		**$4.92**

Apple Pay
*[redacted]*** Approved

Thank you for choosing Protein Haus!

Scan Date: 2025-12-07