

Payment Authorization / Request for Reimbursement

Payee

Sarah Johnson

Phone

(555) 111-1111

Address

1200 Oak Street
Springfield, CA 90210

Email

sarah@demo.futurefund.com

Expenditure Description

| Date | Merchant | Category | Amount |
|--------------|----------|--------------------|----------------|
| Apr 1, 2026 | Staples | Classroom Supplies | \$45.99 |
| Apr 1, 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