

Payment Authorization / Request for Reimbursement

Payee

Michael Chen

Phone

(555) 222-2222

Address

1200 Oak Street
Springfield, CA 90210

Email

michael@demo.futurefund.com

Expenditure Description

Date	Merchant	Category	Amount
Apr 8, 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