



Proctor School PTA Payment Authorization Form for Proctor Staff



Today's Date: _____

Staff Member requesting check: _____
Print name. Add signature if check not payable to self.

Make check payable to: _____

Account to Charge:

- Classroom expenses (complete form on back) \$(enter amounts on back)
- Field Trip Fund (list names below of all teachers participating) \$ _____

- Other (please specify): _____ \$ _____

Description of Disbursement: _____

Special Instructions/Comments: _____

*Original receipts must accompany check request form.
 Expenses should be dated July 1, 2009 through February 22, 2010 and requests submitted by March 1, 2010.
 Expenses from February 23 through June 17 are subject to restrictions.
 Refer to "PTA Financial Information and Policy for Proctor Staff" online or in the school office.*

Approved By:

President's Signature	Date	Secretary/Financial Secretary's Signature	Date

For PTA Treasurer's use:

Membership approved activity
 Executive Board approved activity
 Funds released by membership

Budget Category:	Budgeted Amount:	Amount Requested:	Amount Paid:	Check #:	Date Paid:
_____	_____	_____	_____	_____	_____

