**CORONA-NORCO COUNCIL PTA**

**AUTHORIZATION FOR PAYMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Requested: |  | Date of Check: |  | Check# |  |

(Please attach ALL receipts to this form.)

Itemize Expenses Below: Budget Line Item:

|  |  |  |  |
| --- | --- | --- | --- |
| 1) |  |  $ |  |
| 2) |  |  $ |  |
| 3) |  |  $ |  |
| 4) |  |  $ |  |
| 5) |  |  $ |  |
|  | TOTAL AMOUNT REQUESTED |  $ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: |  | Position |  |
|  |  |
| Check Payable to: |  |

|  |  |  |
| --- | --- | --- |
| Approved by: |  | President |
|  |  |  |
|  |  | Secretary |
|  |  |  |
|  |  | Treasurer |

\*\*\*For Treasurer’s Use Only\*\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| 23rd District |  | Insurance – Council |  |
| Awards |  | Insurance – Units  |  |
| Bank Fees |  | Membership Dues – Units |  |
| Community Outreach |  | Membership Envelopes |  |
| Convention – National |  | Officer’s Expense & Supplies |  |
| Convention – State |  | Other: |  |
| Convention – 23rd District |  | P.O. Box Annual Fees |  |
| Convention – Council |  | Postage & Printing |  |
| Convention – Unit Delegate Fee |  | PTA College |  |
| Convention – Council Scholarship |  | Reflections |  |
| Convention – District Scholarship |  | Scholarships – Senior |  |
| District Other: |  | Tax Preparation |  |
| Executive Board Training |  | Training – Units |  |
| Founder’s Day Luncheon |  | Unallocated Funds |  |
| Hospitality |  | Unit Supplies |  |