

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

23 rd 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 – 23 rd 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	