



## PAYMENT AUTHORIZATION/REQUEST FOR REIMBURSEMENT

ATTACH ALL RECEIPTS TO THIS EXPENSE STATEMENT

Name \_\_\_\_\_

PTA Position \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Expenditure was for: \_\_\_\_\_

List Expenditures: _____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>TOTAL EXPENSE</b>	<b>\$</b>	<b>_____</b>

Total Amount Claimed From Above	\$	_____
Minus Advance Received	\$	_____
Reimbursement Claimed	\$	_____
Not claimed – donate to PTA	\$	_____
Refund to PTA (Enclose Check)	\$	_____

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR PTA TREASURER USE:**

- Membership-approved activity     
  Funds released by membership  
 Executive Board-approved expenditure

Check Number	Category	Amount Advanced	Expenses	Amount Owed or Due

Resident's signature: \_\_\_\_\_ Date \_\_\_\_\_

Time approved in minutes: \_\_\_\_\_ Secretary's signature \_\_\_\_\_

## CASH VERIFICATION FORM

(Membership, Fundraisers, Donations)

UNIT NAME Richardson Middle School

ACTIVITY \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_ CONTACT PHONE # \_\_\_\_\_

COINS

\_\_\_\_\_ x 1¢ = \_\_\_\_\_

\_\_\_\_\_ x 5¢ = \_\_\_\_\_

\_\_\_\_\_ x 10¢ = \_\_\_\_\_

\_\_\_\_\_ x 25¢ = \_\_\_\_\_

\_\_\_\_\_ x 50¢ = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

CURRENCY

\_\_\_\_\_ x \$ 1 = \_\_\_\_\_

\_\_\_\_\_ x \$ 5 = \_\_\_\_\_

\_\_\_\_\_ x \$ 10 = \_\_\_\_\_

\_\_\_\_\_ x \$ 20 = \_\_\_\_\_

\_\_\_\_\_ x \$ 50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

CHECKS *Attach adding machine tape of itemized checks.*

# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____

TOTAL \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

**Membership Dues**

# \_\_\_\_\_ members @ \$ \_\_\_\_\_ (dues) = \$ \_\_\_\_\_ + donations = \$ \_\_\_\_\_ Grand Total \$ \_\_\_\_\_

Verification \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_