



# Greentree PTA

## Payment Authorization Form

*Please list expenses on this form. Be sure to include the date of expenditure, description and amount.  
Attach any receipts or applicable documentation.*

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address (if check will be mailed): \_\_\_\_\_  
\_\_\_\_\_

|                         |  |
|-------------------------|--|
| Check Payable To:       |  |
| Total Amount Requested: |  |
| To Be Used For:         |  |
| Comments:               |  |

|                                |            |            |            |         |
|--------------------------------|------------|------------|------------|---------|
| Step 1:<br>PTA Secretary       | Warrant #  | Account #  | Date:      | Amount: |
| Approved in PTA Minutes Dated: |            |            | Signature: |         |
| Step 2:<br>PTA President       | Signature: |            |            |         |
| Step 3:<br>PTA Treasurer       | Check #    | Date Paid: | Amount:    |         |
| Signature:                     |            |            |            |         |

This warrant is being RETURNED due to:     No receipts attached     Insufficient information

Needs PTA board approval     Discrepancy between receipts and check request amount     Other