****

**PROCTOR SCHOOL PTA**

**Payment Authorization Form**

**\*\*INPUT IN THE SHADED AREAS ONLY\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Make Check Payable To:** |  | **Date:** |  |
| **Name of Person Requesting Check:** |  | **Phone #:** |  |
| **PTA Position:** |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PTA ACCOUNT** | **PROGRAM** | | **DESCRIPTION OF ITEMS** | **INV# or VENDOR/STORE** | **QTY** |  | **AMOUNT** |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
|  |  | |  |  |  | $ | 0 |
| ***See page 2 for a complete list of accounts and programs.*** | | ***TOTAL ADD TO PAGE -1-*** | | | | $ | **0** |
| ***TOTAL REIMBURSEMENT AMOUNT:*** | | | | $ | **$ 0.00** |

**(Right click total and click Update Field to calculate** ⇑**)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROGRAM/EVENT DATE:** |  | | **DATE APPROVED IN MINUTES:** |  |
| **PROGRAM/EVENT NAME:** |  | | | |
| **Description of Disbursement:** |  | | | |
|  | | | | |
|  | | | | |
| **Delivery & Other Instructions/Comments:** | | **MAIL TO: TAMARA RHOADS, FINANCIAL SECRETARY, PERALTA DISTRICT PTA** | | |
| PO BOX 384 PLEASANTON, CA 94566 | | | | |
|  | | | | |

*Original receipts must accompany check request form for each expense less than $500. The receipt or invoice must contain the full name of the vendor and a description of services or supplies. Descriptions are necessary for all line items on a receipt that are not clearly defined.*

*Expenses must be pre‐approved and requests submitted by* ***March 1, 2014*** *(unless incurred after this date).*

**\*\*IMPORTANT: LOST CHECKS WILL BE RE-ISSUED LESS ANY APPLICABLE BANK FEES\*\***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PTA USE ONLY** | | | | | | | | | | | | | | |
| **Approved By:** | | | | | | | | | | | | | | |
|  | | | |  | |  |  |  | | | | |  |  |
| President / EVP Signature | | | |  | | Date |  | Treasurer / Fin. Secretary’s Signature | | | | |  | Date |
| **PTA Treasurer’s use:** | | | | | | | | | | | | | | |
| **🗹 Membership Approved Activity □ Executive Board Approved Activity □ Funds Released By Membership** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Budget Category:** |  | **Budgeted Amt:** |  | | **Amount Requested:** | |  | **Amount Paid:** |  | **Check #** |  | **Date Paid:** | | |
|  |  |  |  | |  | |  |  |  |  |  |  | | |
|  |  |  |  | |  | |  |  |  |  |  |  | | |

**Proctor School PTA ▪ 17520 Redwood Road, Castro Valley, CA 94546 ▪ board@proctorpta.org ▪** [**www.proctorpta.org**](http://www.proctorpta.org)

**-2-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PTA ACCOUNT**  ***(see list below)*** | **PROGRAM**  ***(see list below)*** | | **DESCRIPTION OF ITEMS** | **INV# or VENDOR/STORE** | **QTY** |  | **AMOUNT** |
|  |  | |  |  |  | $ |  |
|  |  | |  |  |  | $ |  |
|  |  | |  |  |  | $ |  |
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|  |  | |  |  |  | $ |  |
|  |  | |  |  |  | $ |  |
|  |  | |  |  |  | $ |  |
|  |  | ***TOTAL ADD TO PAGE -1-*** | | | | **$** |  |

**PTA ACCOUNTS:**

**1 PTA FUNDED PROGRAMS**

   Arrowhead H2o (Portables)

   Art Show

   Back To School Night Childcare

   Battle of the Books

   Back to School Potluck

   Binder Reminders

   Campus Beautification

   Emergency Preparedness\*

   Friends of the Library\*

   FAME\*

   Comp Lab/Technology

   Movie Night

   Music for Minors

   Parent Education Night

   PEP (Health Awareness)\*

   PEP (Training)\*

   Proctor Apparel

   School Donations (Out)

   School Sports

   Schoolwide Field Trip Experience

   Skate Night (Refundable Dep)

   Student Directory (Printing)

   5th Grade Picnic

   Teacher/Staff Appreciation

   Welcome Breakfast

   5th Gr. Yearbook

   5th Gr. T-Shirts

   5th Gr. Brunch

**1A PTA FUNDRAISING PROGRAMS**

   Auction

   Book Fair (Fall Cash)

   Book Fair (Spring Credit)

   Carnival

   Direct Donations (In)

   Restaurant Fundraisers

   Walkathon

   Holiday Gift Making

   Scrapbook Crop

**2 CLASSROOM EXPENSES**

   Name of Teacher - School Supplies

**3 FIELD TRIPS**

   Field Trip Assistance

   K - Busses

**4 OPERATING EXPENSES**

   11-12 Unreconciled

   Bank Charges/Fees

   Childcare - PTA Meetings

   Community Support/Outreach

   Hospitality

   PTA Dues (+event liability)

   PTA Training

   Paper Reduction (email program)

   Paper and Copying

   Registration Expenses

   Supplies (PTA - Operating)

   Taxes - Annual

   Technology (PTA Website Hosting)

   Voided Checks