



CORONA DEL MAR MIDDLE & HIGH SCHOOL PTA

Payment Authorization / Request for Reimbursement

(ATTACH ALL CONTRACTS, INVOICES, RECEIPTS, STATEMENTS TO THIS FORM)

Please leave completed form with supporting invoice/receipt attached in "Treasurer" box at CDM, mail directly to:
robin_nasser@cox.net Robin Nasser, 31 Cervantes, Newport Beach, CA 92660.

Name: _____
Address: _____
City, Zip: _____

PTA Position: _____
Telephone: _____
Email: _____

Expenditure was for: _____

List Expenditures:	_____	\$	_____
	_____	\$	_____
	_____	\$	_____
		Total Expense	\$ _____

Payable to: _____
Address: _____

Signature: _____ Date: _____

Approved by: _____ Or _____
Committee Chairman Home Tour Treasurer or Grad Night Treasurer

FOR PTA TREASURER USE:

Budgeted Membership-approved activity

Executive Board-approved (non-budgeted > \$500)

Expense Category:

Communications
Faculty/Staff Support
Gifts to School
Home Tour
Membership Support
Middle School

Officer's Expenses
Organization Support
Previous Year Expenses
Student Programs
Other (Please specify) _____

Check Number	Amount	Date Paid	Date Ratified	Treasurer Initials
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Secretary's signature _____ Date _____

President's signature _____ Date _____