

# TEMECULA VALLEY COUNCIL OF PTAs (TVC PTA) PAYMENT AUTHORIZATION FORM

DATE: \_\_\_\_\_

CHECK/WARRANT #: \_\_\_\_\_

**Please attach all receipts to this warrant. Submit within 30 days of the incurred expense. Itemize expenses below:**

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 4. \_\_\_\_\_ \$ \_\_\_\_\_
- 5. \_\_\_\_\_ \$ \_\_\_\_\_

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

Requested by: \_\_\_\_\_ Position: \_\_\_\_\_

Event or Activity: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **PRESIDENT**

\_\_\_\_\_ **SECRETARY**

<b>FOR TREASURER'S USE ONLY</b>			
23rd District Unit Counterparts	_____	National PTA Convention	_____
Communications & Publicity	_____	Non-Council Membership	_____
Community Concerns	_____	Office Supplies/Operations	_____
Council Counterparts Workshop	_____	Parent Center/Involvement	_____
Council Insurance	_____	President's Retreat	_____
Founder's Day Dinner & Awards	_____	PTA Rdtable/Tues Train for Units	_____
Guest Speaker Honorariums	_____	Reflections	_____
Historian	_____	Safety	_____
Hospitality	_____	School Board Candidates' Forum	_____
Installation & Unit Awards	_____	State PTA	_____
Leadership Training (Tea)	_____	Student Involvement	_____
Legislation	_____	Training for Council Board	_____
Membership Envelopes	_____	Unit Insurance	_____
Multicultural Festival	_____	Unit Scholarships	_____