

Check # _____
Date _____

**Sunset Ridge-Middlefork PTO
Purchase Authorization Form**

Payable to:

Name _____ Phone _____

Street _____

City _____ State _____ Zip Code _____

Description of Items Purchased:

Date	Description	Amount

Total: _____

_____ Invoice / Receipts Attached

Budget Category _____

Authorized Purchaser _____

Email Address _____

Return this form to the PTO Treasurer via Sunset Ridge School or by mail. This form must be attached. No tax will be reimbursed, so remember to use your tax letter. **No exceptions.** Thank you.