

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.