



CHARGE AUTHORIZATION FORM

Please return this form whether indicating yes or no.

This form provides authorization for staff to charge PTR Center purchases to your building/department budget (Title 1, general fund, etc.). Itemized receipts are provided at the time of purchases. Administrators will receive a summary of charges at the end of the billing cycle in which the charges occurred.

Complete form and return using one of the following options:

- Inter-school mail: JFISC, PTR Center, Amanda Sutton
- FAX: (316) 973-7923, PTR Center, Amanda Sutton
- Email: asutton@usd259.net

Established limitations for staff must be monitored and enforced at the site. This form can be resubmitted as your needs change.

Building/department: _____

Account to transfer charges from: _____, or

Contact secretary/bookkeeper for account number at _____.

Contact name: _____ *(phone or email address)*

Building staff may charge materials and laminating:

yes no

Comment *(optional)*: _____

(administrator's signature)

(date: m/d/yyyy)