2016-2017 ONE-TIME BUILDING/PROGRAM CHARGE AUTHORIZATION FORM

Use this form to authorize a one-time charge. This form should be printed each time it is needed to authorize a charge at the PTR Center.

Form must be signed by a Principal/Program Coordinator and presented to the PTR Center staff at the time of purchase. An itemized summary of charges will be sent for your review each PTR Center billing cycle.

Please fill in the blanks with the appropriate information.

Please allow ___________________________ to charge to _____________________.

Account to transfer charge from:_________________________________________

Comment (optional): __________________________________________________
___________________________________________________________________
___________________________________________________________________

____________________________________________________  ____________________________________
Principal/Program Coordinator                          Date