



**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