



# BRIARCLIFF PTA EXPENSE & CHECK REQUEST FORM

For your check to be processed please refer to the directions below, your request will NOT be processed unless all of the details below are provided.

- All receipts **must** be attached with this form in **one file (preferably a PDF)** and emailed to the respective school's financial secretary. Receipts must be clear and able to be easily read, if it is blurry or incomplete the form will not be processed. You will find each schools financial secretary and their email address on the BPTA website.
- This form and receipts must be sent and signed by the requestor & financial secretary prior to delivery to the BPTA Treasurer for the request to be processed. Checks are processed as quickly as possible, please be patient.
- Please Note: All independent Contractors submitting invoices equal to or great than \$600 **must include an invoice on letterhead**, complete with name, address, phone & tax ID number.

BUDGET CATEGORY	TODD	MIDDLE SCHOOL	HIGH SCHOOL	BPTA
Assembly/programs/trips				
Author visits				
Book Fair				
Challenge Awareness				
Community outreach				
Community assistance				
Faculty recognition				
Family fun events				
Grade level events				
Grants to schools				
Health & Safety				
Hospitality				
Multicultural				
New Families				
Pizza Day				
School organizations				
Spirit				
Student assistance				
OTHER				

EVENT DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

EXPENSE DETAILS: \_\_\_\_\_

CHECK MADE PAYABLE TO: \_\_\_\_\_

MAIL/DELIVER CHECK TO: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZATION: \_\_\_\_\_