



**Attach Receipts**

**Expense Reimbursement / Check Request Form  
Briarlake Elementary School PTA**

**\*Expense reimbursement requests and check requests must be submitted by the event chair or person responsible for the relevant budget category.**

Date of Request: \_\_\_\_\_

Person Requesting\*: \_\_\_\_\_

Purpose: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

Preferred Delivery (i.e., "backpack") or mailing address): \_\_\_\_\_  
\_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Requester's phone number: \_\_\_\_\_

**Note: Please attach receipts to this form. Approval must be obtained on all purchases prior to expenditure. Failure to obtain approval may result in purchaser having to incur the expense. All checks require the signature of the PTA Treasurer and President before issue.**

**For Treasurer's Use:**

<b>Date Paid</b>	
<b>Check #</b>	
<b>Amount</b>	
<b>Budget Category</b>	
<b>President Approval</b>	

<b>Date</b>	<b>Description</b>	<b>Budget Category</b>	<b>Amount</b>
<b>Total:</b>			

Please allow at least 7-10 days for expense reimbursement.

Contact Bret Moore at [bret.s.moore@gmail.com](mailto:bret.s.moore@gmail.com) if you have any questions or concerns.