

BRIARWOOD PTA

Expense Request Form: For Fiscal Year July 1, 2021 – June 30, 2022

Submitted by: _____

Date: _____

- Check Request
- Request for Reimbursement
- Educational Supplies for Teachers (Teachers need only to complete Sections I & II below)
 - Teachers: (\$200 maximum for year)

| I. Description of Expenditure | Amount |
|--------------------------------------|---------------|
| a. _____ | _____ |
| b. _____ | _____ |
| c. _____ | _____ |
| d. _____ | _____ |
| | Total |
| | \$ _____ |

II. **Please Make Check Payable to:** _____

- Please place check in my school mailbox
- Please mail check to the following address: _____

III. **Approval**

Approval must be made by party requesting payment. After obtaining committee chair approval, please leave this form in the mailbox of the appropriate VP. The VP will sign and place in *Treasurer's mailbox*. Checks will be available 7-14 days after the VP's signing.

Committee / Event: _____

Committee Chair Approval: _____ Date: _____

VP Approval: _____ Date: _____

Briarwood PTA Executive Members 2021-2022

Molly Lund, Co-President
 Mary Boomer, Co-President
 Deana Curtin, President Elect
 Ashley Hunt, Secretary
 Michelle Wiens, Treasurer
 Wendy Hill, Briarwood Foundation

Kim Shelton, VP Administration
 Laura Strongman, VP Finance
 Krissie Kiehne, VP Community Events
 Sadie Durbin, VP Funding
 Kristin McClasky, VP Student Services
 Jennifer Freund, VP Communications