

BRIARWOOD PTA

Expense Request Form: For Fiscal Year July 1, 2017 – June 30, 2018

Submitted by: _____

Date: _____

- Check Request
- Request for Reimbursement
- Educational Supplies for Teachers (Teachers need only to complete Sections I & II below)
 - Teachers: Full-Time ___ (\$200 maximum for year)
 - Teachers: Part-Time ___ (\$100 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 2017 - 2018

Nancy Batdorf, Co-President
Allison Taylor, Co-President
Erika Saleski, President Elect
Jenna Joplin, Secretary
Humaira Mirza, Treasurer
Heather Kimmel, Briarwood Foundation

Kara Petrovic, VP Administration
Amy Winter, VP Finance
Michelle Ingram, VP Education/Cultural Arts
Brenda Manteufel, VP Funding
Jill Rogers, VP Community Service
Chelsea Hilton, Public Relations