

## BPTA Expenditure/check requisition form

Budget category	BPTA	High School	Middle School	Todd School
Assembly/programs/trips				
Author visits				
Book fair				
Challenge Awareness				
Community outreach				
Community assistance				
Faculty recognition				
Family fun events				
Family math				
Grade level events				
Grants to schools				
Health & safety				
Hospitality				
Multicultural				
New families				
Pizza day				
School organizations				
Spirit				
Student assistance				
Other				

Event Date(s) : \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Expense Details:

\_\_\_\_\_

Check Made Payable to:

\_\_\_\_\_

Mail/deliver check to:

\_\_\_\_\_

Requested By:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

Authorization:

\_\_\_\_\_

The requestor & financial secretary prior to delivery to the BPTA Treasurer **must** verify all requests.

**Please Note:** All independent Contractors submitting invoices equal to or greater than \$600 must include an invoice on letterhead, complete with Name, Address, phone & **Tax ID #**.