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**BRIARHILL MIDDLE SCHOOL PTA
EXPENSE REPORT/CHECK REQUEST FORM**

Do not include sales tax; it **cannot** be reimbursed. Remember to use the State of Texas Sales Tax Certificate of Exemption for purchases. All expense/check request forms **MUST** have all receipts attached and appropriate approval for reimbursement. Complete a separate Check Request Form for each check requested.

Today's Date: _____

Check payable to: (please provide address if check is to be mailed)	Person Requesting Check/ PTA Position/Phone Number:
_____	_____
_____	_____

Mail check or put in your PTA file: _____

Account to be debited: _____

Receipt from/Description of expense:	Receipt Total \$:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

TOTAL \$ OF REQUEST: _____

Check Approval: _____

Verified receipt & amount: __

Check Date: _____

Check Number: _____