

Brandi Shilling, Treasurer  
3111 Overlook Circle  
Highland Village, TX 75077  
303.525.9782 Cell  
972.966.0520 Home  
Brandie021@aol.com

**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: \_\_\_\_\_