

**Burr Elementary School PTA  
2019-2020 Pre-Spending Authorization Form**

This form is to be used when you, as a representative of the Burr Elementary School PTA, will be incurring a liability for the PTA in an amount greater than \$500.

The procedures are as follows:

- Complete all information BEFORE YOU COMMIT TO ANYTHING WITH A VENDOR
- Staple supporting documentation (emails, contracts etc.)
- Have your request approved by the PTA President
- Submit completed form to PTA Treasurer, Sharon Henkel, in Treasurer's box beside the front desk. This can also be mailed directly to Treasurer's home – please see school directory.
- The Burr PTA is exempt from sales tax. Please obtain a Tax Exempt Certificate from the Treasurer to ensure that sales tax is not billed on this transaction.
- Questions? Contact Sharon Henkel (burrptatreasurer@gmail.com)

**Date:** \_\_\_\_\_ **Amount PTA will be liable for: \$** \_\_\_\_\_

**Purpose/Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee Name/Budget:** \_\_\_\_\_

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

**Submitted by (name & position):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Approval:**  
**PTA President** \_\_\_\_\_