

## **Burr Elementary School PTA 2017-2018 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, Beth Peto
- Submit completed form to PTA Treasurer, Kelly Mitchell, 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 Kelly Mitchell (burrptatreasurer@gmail.com)

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

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

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

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

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

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

Approvals: \_\_\_\_\_ (PTA President)

*Last Edit:* 8/15/2017