

Burr Elementary School PTA 2018-2019 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, Charlotte Vinci
- Submit completed form to PTA Treasurer, Erin Morris, 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 Erin Morris (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: 7/24/2018