BRIDGES PAC

FORM C

REQUEST FOR PRE-PAYMENT CHECK or EXPENDITURE

YOU MUST FILL OUT THIS FORM BEFORE YOU SPEND ANY MONEY ON BEHALF OF BRIDGES!

As BRIDGES Charter School operates on a tight budget, all disbursements require preapproval.
BRIDGES Charter School reserves the right to not pay or reimburse for items not preapproved.

ALL FORM FIELDS must be COMPLETED for advance

		DATE
Requestor	Name	
	Mailing Address	
	Email Address	
Approval	Budget Line Item	
	Activity Lead Signature	

Advance 1			*Advance Amount*
	Advance Type	Cash ☐	Check ☐
	Recipient/PayTo		
	Item or Service		
Advance 2			*Advance Amount*
	Advance Type	Cash ☐	Check ☐
	Recipient/PayTo		
	Item or Service		
Advance 3			*Advance Amount*
	Advance Type	Cash ☐	Check ☐
	Recipient/PayTo		
	Item or Service		
Advance 4			*Advance Amount*
	Advance Type	Cash ☐	Check ☐
	Recipient/PayTo		
	Item or Service		