

**BERKLEY BUILDNG BLOCKS / KIDS' ZONE
PAYMENT AUTHORIZATION FORM**

For your convenience, Berkley Building Blocks uses the Procure App as our primary payment option to process your monthly childcare payments. Monthly payments are due by the 5th of each month. When you set up your Procure account you will select "make a payment" and "set up payment". You can select auto-pay, in which case the payment will be deducted on the due date of each invoice. If you do not initiate auto-pay, card information can be saved, but you will be responsible for initiating payment and any related late fees if payment is not made by the due date. If you choose to opt out of the Procure card payment altogether, you must select your method of payment below.

Checks and cash should be placed in the drop box at the address below.

Berkley School District
ATTN: Accounts Receivable
14700 W. Lincoln Blvd. Oak
Park, MI 48237

Name of Child(ren): _____

School(s): _____

Class(es) to be included: _____

Home Address: _____

Choose a method of payment (Recommended) I will pay using Procure Auto-Pay

I will initiate each monthly payment on Procure

I will pay by Check

I will pay by Cash

Total Monthly Amount \$ _____

Print Name: _____

Signature _____

A new authorization form must be completed each school year.

If you have any questions, please contact Kristin Folsom at 248-837-8439 or Kristin.Folsom@berkleyschools.org