

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

For your convenience, the 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

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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](mailto:Kristin.Folsom@berkleyschools.org)