

# Blythe Park School PTA Check Request



**Post a note to get involved.**

Date of Request:		Amount of Request:		Full or Part
Payee Name:				
Address:				
Mail Out:	Yes		No	
Purpose:				
Event Name:				
Budget Amount:		Explain any change to budget below:		

Check requests are processed once a week on Thursdays,  
Please submit check requests no later than Wednesday.

Support: Attach original documentation (no photocopies) such as invoice or receipt. Clearly state the purpose of the payment so that it is self-explanatory to future readers. If the documentation is less than 8 ½" x 11", affix it to a blank sheet of 8 ½" by 11" paper.

Requested By:		Date:	
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Please do not write below this line:

Check Number:		Date:	
Worksheet:		Bank Statement:	