

Blythe Park School PTA Check Request



Post a note to get involved.

Date of Request:		Request Amount:		
Payee Name:				
Address:				
Mail Out:	Yes	No		
Purpose:				
Event Name:				
Additional Info:				

**Check requests are processed over weekends.
Please submit check requests no later than 2pm Friday.**

Please contact: John Bowes (text 773-531-2507)

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:	