**Bradley Gardens School PTO 2019-20 Check Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Today’s Date | |  | |
| Amount Requested | |  | |
| Event Name / Budget Line Item | |  | |
| Payable to | | Name: | |
| Email address for confirmation | | Email: | |
| Requested by:  Only if Different Than Payee | |  | |
| Send Payment (check one) | |  | |
|  | | Through School via Backpack (Child’s Name & Teacher) | |
|  | | To School … Main Office Safe | |
|  | | Mail to Vendor/Vendor Name and Address: | |
|  | | Other - Please provide instructions here: | |
| Itemized Expenses | | Item(Please include all receipts or invoices) Amount of Each Expense | |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| TREASURER’s use Only: | | | |
| Budget Line Item |  | | |
| Payment Date & Confirmation Email |  | | |
| Check # |  | | |
| Notes |  | | |

All Check Request Forms should be sent to Angel Santicerma,, Treasurer;

Through the BGS PTO mailbox (BGS PTO, Attn: Angel Santicerma,, Treasurer);

Email bgsptotreasurer@gmail.com: Scan or use electronic form and scan receipts;

or give directly to Angel Santicerma.