**Bradley Gardens School PTO Check Request Form**

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| --- | --- |
| 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 |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| TREASURER’s use Only: |
| Budget Line Item |  |
| Payment Date & Confirmation Email |  |
| Check #  |  |
| Notes |  |

All Check Request Forms should be sent to Annie Qureshi, Treasurer

Through the BGS PTO mailbox (BGS PTO, Attn: Annie Qureshi, Treasurer) or

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

or give directly to Annie Qureshi.