**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.