

The Bullis School Parents Association (PA)
Check Request Form 2021-2022
for hard copy submission

- **Please complete and SIGN the check request.**
- Please attach original receipts or invoice to the check request form.
- Please place completed check request in the Parents Association (PA) Treasurer's File in Founders Hall.
- Typically, checks may be ready within two weeks for completed and signed check requests received in the PA black file box by 3:00 pm on school day Mondays.
- Then, please email Kierstan Turner at kbtturnercpa@aol.com or text her cell (240-476-9618) about the request.
- Questions? Please feel free to contact Kierstan.

Name of Requestor: _____

Date of Request: _____

Date Check Needed: _____

Check Amount \$: _____

Make Check Payable to: _____

Address of Payee: _____

Account #(s) to be Charged: 1-00-00-398-50 -000

Account Title: Bullis PA -

Purpose of Expense: _____

Send Check To: Return check to requestor;
(Circle/Mark One) Name & address on attached invoice (1st time vendors to Bullis must also submit W-9);
Name and address as specified below:

Name

Street Address

City, State, Zip

Expense Approval: _____
Signature of PA Committee Member or PA Grade/Division Coordinator or Bullis Staff Member

Print Name (of person above - responsible PA member or Bullis Staff person)

PA Treasurer's Signature: _____
Kierstan B. Turner

For URGENT requests, please note any special instructions below: _____
