

Bradley Gardens School PTO 2021-2022 Check Request Form

Today's Date		
Amount Requested		
Event Name / Budget Line Item		
Payable to		
Email address for confirmation		
Requested by: Only if Different Than Payee		
Send Payment (check one)		
<input type="checkbox"/>	Through School via Backpack (Child's Name & Teacher)	
<input type="checkbox"/>	To School ... Main Office Safe	
<input type="checkbox"/>	Mail to Vendor/Vendor Name and Address:	
<input type="checkbox"/>	Other - Please provide instructions here:	
<input type="checkbox"/> NEW!!!!	Pay Me Through My Paypal Account Email or phone # associated with your paypal account:	
Itemized Expenses	Item (Please include all receipts or invoices)	Amount of Each Expense
1.		
2.		
3.		
4.		
5.		
6.		
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);
 Email bgsptotreasurer@gmail.com: Scan or use electronic form and scan receipts;
 or give directly to Annie Qureshi