

The Bullis School Parents Association (PA) Check Request Form 2018-2019

- Please place completed check requests in the Parents Association (PA) Treasurer's File in Founders Hall
- Please attach original receipts or invoice to check request form. **Please SIGN the check request.**
- Typically, checks will be ready Friday afternoon for completed and signed check requests received in the PA black file box by 3:00 pm on school day Mondays.
- Please email Joyce Williams at Williams.joyce29@gmail.com or text her cell (202-498-7750) about the request
- Questions? Please feel free to contact Joyce.

Name of Requestor: _____

Date of Request: _____

Date Check Needed: _____

Check Amount \$: _____

Make Check Payable to: _____

Address of Payee: _____

Account # to be Charged: 1-00-00-398 _____

Account Title: Bullis PA - _____

Purpose of Expense: _____

Send Check To: Return check to requestor
(Circle/Mark One) Name and address on attached invoice
Name and address as specified below

Name

Street Address

City, State, Zip

Expense Approval: _____
Signature of PA Committee Chair/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: _____
Joyce L. Williams

For URGENT requests, please note any special instructions below:
