



BARTON OPEN SCHOOL FOUNDATION



Check Request Form

Use this form to request checks from the Barton School Foundation to pay for authorized school expenses. When completed, place the form with receipts, invoices, or other documentation attached, in the principal's mailbox. Required fields are highlighted and **bold** below.

Date: _____

Your Name: _____

Description (please describe in detail what was purchased, for what purpose):

Make check payable to (X):
(check one)

Self

Other: _____

Check amount: _____

Date check is needed by: _____

Expected Source of Funds (budget line item, grant, restricted account, etc.), if known:

Special Instructions:

Office Use Only Below This Line

Principal Signature: _____

Source of Funds: _____

Check Signer: _____

Date Paid: _____

Check Number: _____

Reviewed by Barton
Accounting:
