



**Beckman High School  
Education Fund**

**Check Request Form**

Turn in to Treasurer after attaching receipts and securing signatures

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number or e-mail address: \_\_\_\_\_

Ed Fund Budget line item: \_\_\_\_\_

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please attach receipts or other documentation for each item. If payment is to a vendor show proof of goods received. List each item separately and state the event to which the expense relates.

Event / Item Description	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total</b>	_____

I certify that the above expenses were incurred on behalf of the Beckman HS Ed Fund in accordance with its budget and bylaws, and with the approval of the Executive Board.

Submitter's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ed Fund Officer's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Ed Fund is pleased to have supported your allocation request. Ed Fund Publicity requests that the Ed Fund banner is displayed at the event and/or a photo of the event or purchase is provided to Ed Fund Publicity. Thank you!

----- For Ed Fund Use Only -----

Check Date \_\_\_\_\_ Check Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Initials \_\_\_\_\_