



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
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

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: _____

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

Check Date _____ Check Amount \$ _____ Check # _____ Initials _____