

# BBH PSO Check Request Form 2020-2021

PSO Unit: \_\_\_\_\_

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

Submitted By: \_\_\_\_\_ Phone \_\_\_\_\_

email: \_\_\_\_\_

**Make Check Payable To (Payee) :** \_\_\_\_\_

**In the Amount of:**     **\$** \_\_\_\_\_

**Committee being charged:** \_\_\_\_\_

**Description of Expense:** \_\_\_\_\_

**List Amount of Each Attached Receipt:**


**Approval by Committee Chair:** \_\_\_\_\_

**PSO Unit President's Approval:** \_\_\_\_\_

**Approval by PSO Unit Exec Board\*:** \_\_\_\_\_

(\*Exec Board member other than President or Treasurer)

- **Two different approvals required;** cannot be approved by the payee of the check
- Use Tax-exempt for for all purchases - copies of form are available via PSO website. Tax will not be charged when using PSO's tax-exempt form.
- **Check Request Form must be completed in fully and attach Original Receipts to the request.** Please have your Committee Chair approve your purchases prior to submitting this request.
- Stay within your budget. Anything over budget limit **MUST** be approved **BEFORE** spending.
- Submit all purchases - if you choose to make your purchases a donation, please submit a \$0 check request so PSO had accurate accounting of our expenses and help with budgeting.

PSO Check Requests are used to recoup money spent on behalf of the PSO and to verify expenditures at the year-end audit. Please be as accurate and detailed as possible when completing every line on this form.

**KidMail Info:**

Student Name: \_\_\_\_\_

Teacher Name & Room#: \_\_\_\_\_

Treasurer Use: Date Received: \_\_\_\_\_

Ck# \_\_\_\_\_ Date: \_\_\_\_\_