

Alice Birney Guild Check Request Form

This form is for third party checks for Field Trips, Supplies or School Site Projects **or** for pre-approved expenses you've personally incurred. For your payment to be processed, it must be signed by the teacher or event coordinator **AND** have documentation such as a receipt or invoice. Keep a copy for yourself & the class treasurer. Allow 10 days for processing. Unless otherwise noted, checks will be dispersed via "your" teacher.

Direct all questions to Guild Treasurer.

Date: _____	Amount: _____
Your Name: _____	
Contact Info: _____	
Name on Check: _____	
Address (if mailing): _____ _____	
Class/Program/Event: _____	
Expenses for: Field Trip/Fundraising/Curriculum Materials/ Classroom Fund Materials/Other: _____	
Comments or Special Handling Instructions: _____ _____ _____	
Teacher/Event Coordinator: _____	Signature(s) _____
\$\$\$ Guild Use \$\$\$	
Granted _____	Denied for: _____
Class: _____	Account: _____
Memo: _____	