

Butterfield Family Association Check Request Procedure

- . Please use this form when requesting a check from the treasurer.
 - . Attach any receipts, bills or invoices.
 - . When making purchases for the BFA, remember we are Tax-exempt. Our number is E9983-0991-06.
-

BFA Check Request

Date: _____

Committee: _____

Check requested by: _____

Amount: _____

Payee: _____

If payee is a Butterfield Parent, please enter information below

Child's name: _____ Teacher: _____

Description: _____

Date needed: _____

Check number _____

Date _____

Authorization _____