



# BEDFORD PTG-CHECK REQUEST FORM

**PLEASE MAIL COMPLETED FORM  
AND *ATTACHED RECEIPTS!!* TO:**

Kelly O'Donnell, Treasurer  
Bedford PTG  
PO Box 10077  
Bedford, NH 03110

**REQUESTOR INFORMATION:**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>EMAIL:</b>	
<b>PHONE NUMBER:</b>	
<b>DATE FORM COMPLETED:</b>	
<b>AMOUNT REQUESTED:</b>	

**PURPOSE (Check all that apply):**

Artist in Residence	Gifts (retirement/board/etc)	Staff – Appreciation Week	
Bus Tags	New Family Welcome Coffee	Staff – Welcome Back	
Color Blast Fun Run	Office Supplies/Operations	Staff – Other Events	
Communications/Print/Marketing	ORK	Stand By Me	
It's a GAS	Principal Winter Reading Night	Support	
General Mtgs- ex. Principal Mtgs.	Scholastic Book Fair	Volunteer Appreciation Event	
Gift Cards Fundraiser	Senior Citizens Day	Volunteer Orientation Event	
Gifts, Wrap & More Fundraiser	Ski, Skate and More Sale		

Other (please describe):
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**SCHOOL APPLIES TO (Check all that apply):**

Memorial Elementary	Peter Woodbury Elementary	Riddle Brook Elementary	
McKelvie Intermediate	Lurgio Middle School	Bedford High School	
District wide – all schools			

**BELOW TO BE COMPLETED BY TREASURER ONLY:**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Check Amount: \_\_\_\_\_ Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_