

BOOKER T. WASHINGTON FOUNDATION FOR EXCELLENCE
CHECK REQUISITION FOR GRANT PAYMENT

(Minimum two weeks notice required)

Use a separate Check Requisition form for each check requested.

Date submitted _____ Department _____

Name of grant (must match original grant application) _____

Person making request _____

Phone numbers where you can be reached _____

EMAIL ADDRESS _____

Total Amount of Grant Approved _____

Current Grant Balance _____

Amount Requested _____

Remaining Balance _____

Date Check is Needed _____

(Please provide two weeks lead time from time check is needed.)

Generally, Checks Will Be Made Payable to: **Booker T. Washington High School**

Please IDENTIFY into which BTW account below the check will be deposited:

___ SAF (Student Activity Fund) name: _____

If you are requesting the check be made payable directly to a third-party, please provide the reason for the exception and attach supporting documents. _____

NO CHECKS WILL BE WRITTEN WITHOUT PROPER DOCUMENTATION.

To expedite your request:

PLEASE ATTACH:

- 1) Vendor name and address
- 2) Vendor invoice and details for this payment
- 3) Copies of receipts

Mail or scan requisition to:

John Robson, Treasurer
1152 N Cheyenne Ave
Tulsa, OK 74106
john.robson@trak-1.com

I understand that the Foundation Board will deliver the grant funds requested directly to me by standard mail in the BTW Faculty mailbox. It is my responsibility to deliver payment to the appropriate person at BTW for deposit.

Signature of Person Submitting Requisition

Date

Questions?

John Robson, BTW Foundation Treasurer

john.robson@trak-1.com 918-606-1895 (cell)

BOARD ACTION -- DO NOT WRITE IN THIS SPACE

Date Request Received _____ Grant #: _____

Date check written: _____ Check #: _____

Payable to: _____

Date check delivered/mailed and to whom: _____