



**Berkeley
Partners
For Parks**

Berkeley Partners for Parks
Attn: Deedi Massengale
P.O. Box 13673
Berkeley CA 94712

CHECK REQUEST

Date: _____ From: _____ (group, grant, project)

Make check payable to: _____ (name)

_____ (address)

For: _____ (general purpose)
(e.g., plants for Ohlone Greenway)

Use 1 form for each separate check you are requesting.

*Choose the code(s) as accurately as you can. *Do not combine items from 2 receipts on one line.
IRS requirement: *Use multiple lines for a single receipt to report items with different codes.

**Choose from these
↓codes↓ and put it →**

1. Services & fees
2. Space rent & costs
3. Printing, copying, publications, postage, shipping, office supplies
4. Materials - projects
5. Tools & rentals
6. Refreshments*

Code	Description	\$\$\$	From Fund
			<input type="checkbox"/> our General Fund <input type="checkbox"/>
			<input type="checkbox"/> our General Fund <input type="checkbox"/>
			<input type="checkbox"/> our General Fund <input type="checkbox"/>
			<input type="checkbox"/> our General Fund <input type="checkbox"/>
			<input type="checkbox"/> our General Fund <input type="checkbox"/>

*receipts for workparties not needed, but number of people, date and approx. location are.

GRAND TOTAL FOR CHECK _____

Having documentation for payments is critical. For web purchases a printout of the purchase screen is fine. Are all receipts here? _____ If not, attach a page and explain why not, or when they will be, in detail.

Approved & submitted for payment: _____ / _____
Group Treasurer/Contact Person Date

IMPORTANT! You must:

- ▣ Attach all original receipts (taped to an 8.5" x 11" sheet if they are small).
 - ▣ Enclose a stamped addressed envelope for us to mail out the check.
 - ▣ Enclose another stamped addressed env. if you want a copy mailed to you or elsewhere.
- The person who approves the check cannot be the person who is paid.←