



**Berkeley  
Partners  
For Parks**

Berkeley Partners for Parks  
Attn: Lily Hill, bookkeeper  
P.O. Box 13673  
Berkeley CA 94712-4673

## 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: 0.00**

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.←

Questions? Contact Lily Hill at [books@bfp.org](mailto:books@bfp.org)