

## THE BALDWIN SCHOOL CHECK AND CASH REQUEST FORM

<b>Name</b>

<b>Date of Request</b>

**CASH REQUEST:**

Amount needed: \$

**CHECK REQUEST:**

Check amount needed: \$

Payable to: (Please Print)  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

Social Security Number for 1099  
(if applicable) \_\_\_\_\_

***This section must be filled out for either cash or check***

**REASON FOR REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHARGE TO:**

Name of account:

Account number:

**CHOOSE ONE & NOTE DATE NEEDED:**

	Date needed
Please mail check by <input checked="" type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
I will pick up (cash must be picked up) <input type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>
Send check to me by <input type="checkbox"/>	<input style="width: 100%; height: 20px;" type="text"/>

**APPROVED BY:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

***Business office processes checks each Thursday. This request must be in by Monday in order to be processed Thursday. Thank you.***