



BLUE VALLEY NORTHWEST HIGH SCHOOL
PARENT BOOSTER CLUB
13260 Switzer Road
Overland Park, KS 66213-3306

BVNW PBC Check Request Guidelines

1. A BVNW PBC Check Request Form must be completed prior to any expenditure request.
2. If the expenditure is for a large purchase, then the check request should be filled out in advance and the check drawn from the PBC account so that along with the Tax Exempt Certificate will ensure a tax-exempt purchase .
3. The Check Request form should be accompanied with all receipts if the request is for reimbursement of a prior purchase. Please work to make purchases tax-exempt as often as possible.
4. Checks will be made payable to the Pay to and sent to the Address indicated on the form.
5. Indicate who Requested the purchase and who Approved the purchase. If the purchase is Budgeted according to a committee, then indicate "Budgeted".
6. Be specific with payment details, and indicate the Committee responsible for the purchases as well as the appropriate Category for posting. Please refer to the Category Listing for reference.
7. The PBC Treasurer will write the check according to the form details, post the transaction in Quicken and update the form with Date Paid and Check No.

REFERENCE:

BVNW PBC Check Request Form