

**Check Request  
for  
Parents As Teachers @ Home Activities**

Requesting a check for \_\_\_\_\_  
(name of activity)

Person requesting check \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_      Needed by: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(must be at least 1 week after submitted)

Please check that all checks are:

- Dated correctly
- Amount written correctly
- Made out to either PATH or Parents As Teachers At Home

Check payable to \_\_\_\_\_

Amount \$ \_\_\_\_\_      Deposit Amount \$ \_\_\_\_\_

Return check to \_\_\_\_\_  
(if mailing to a facility, please provide a pre-addressed envelope)

Additional information \_\_\_\_\_

\_\_\_\_\_

<p><b>Office Use:</b></p> <p>Processed by: _____</p> <p>Date: ____/____/____      Check #: _____</p> <p>Check was _____ on ____/____/____ (mailed or picked up)</p> <p>Picked up by: _____ (signature)</p>
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