

**The Foundation for Palm Springs Unified School District
Check/Payment Request Form**

Phone: 760-416-8455 Email: JSanchez@psusd.us

- Issue Check to Requesting Person
- Mail Check
- Issue Check to: _____
- Payment via Credit Card/Online Vendor

Requesters Name:	Contact Number:
Check Payable to:	Date Needed:
Address:	Contact Number:
City: State: Zip Code:	
Check amount: \$	
Short Description of Project/Purchase:	

Department:

- | | | |
|--|---|--|
| <input type="checkbox"/> Galen Master Series | <input type="checkbox"/> Music Theatre University | <input type="checkbox"/> JASI |
| <input type="checkbox"/> CAFÉ Academy | <input type="checkbox"/> Palm Springs High School | <input type="checkbox"/> PSUSD Wellbeing Program |
| <input type="checkbox"/> Race Academy | <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> PSUSD Parent Center |
| <input type="checkbox"/> RMHS Athletics | <input type="checkbox"/> RMES STEAM Lab | <input type="checkbox"/> CCHS Choir |

Series/Production/Project/Purchase Title:	Date of Service:
Number of Students Impacted:	

To Submit please include the following:

- Scope of Work
 Invoice
 Vendor Contact Information

All check requests should be submitted to The Foundation Coordinator, Javier Sanchez via email jsanchez@psusd.us 5 business days prior to the date the check is needed unless otherwise approved by Foundation Director Ellen Goodman.

Requesters Signature Date

Check Received In-Hand By: Date

Foundation Administrator Signature Date

Foundation Directors Signature Date