

PLEASE SUBMIT SEPARATE FORMS FOR
DEPOSITS AND CHECK REQUESTS

Today's Date: _____ Your Name: _____ Phone: _____

Email: _____ PUSD Department/School: _____

■ DEPOSIT

Fund Name: _____

(e.g., Annual Fund, Music Boosters, etc.)

Source of Funds: _____

(e.g., donations, ticket sales, auction payments, yearbook, etc.)

PLEASE SUBMIT SEPARATE FORMS FOR CASH DEPOSITS AND CHECK DEPOSITS

Transaction Type	Total Deposit Amount
<input type="checkbox"/> CASH OR <input type="checkbox"/> CHECKS - # of checks: _____ Checks must be payable to "PEF" or "Pasadena Educational Foundation"	\$

■ CHECK REQUEST

FILL OUT ALL SECTIONS – BLANK SECTIONS WILL SIGNIFICANTLY DELAY TRANSACTION PROCESSING.

Name of Payee: _____

(Vendor/Organization/Person to make this check payable to)

Payee Address: _____

Amount Requested: \$ _____ Date Check is Needed: _____

Fund Name <small>(e.g., Annual Fund, Music Boosters, etc.)</small>	Purpose <small>(e.g., reimbursement, materials, services, etc.)</small>	Amount
		\$
		\$
		\$
TOTAL CHECK AMOUNT		\$

- Send to School Site
- Mail to Payee Address
- Hold for Pickup @ PEF

Comments:

Please attach invoices or receipts.

★ Checks for services require the vendor to have a W-9 form on file at PEF. This form is available at www.pased.org/resources ★

AUTHORIZATION SIGNATURES

Each undersigned warrants that they are an authorized signatory for the fund(s) subject to this financial transaction form, and that this request has been duly authorized.

Two signatures are required for Annual Funds, and for funds with more than one chair.

Principal / Program Director Signature _____ Print Name _____ Date _____

Additional Fund Chair Signature _____ Print Name _____ Date _____

Return this form to: Pasadena Educational Foundation – 351 S. Hudson Ave., Rm. 153 – Pasadena, CA
For any questions, please contact Ana Piñeros: apineros@pased.org – (626) 396-3625