

Odyssey Charter School
ODYSSEY PARENT PARTICIPATION GROUP
Check Request

Date: _____ Amount: _____

Pay to: _____

Requested by: _____

Describe use for funds under the appropriate heading below:

Fundraising: _____

Field Trips: _____

Restricted Funds: _____

General Funds: _____

Executive Board of OPPG

Executive Board of OPPG

24 hours is required to process a check request
At least one signature is required for processing.
Attach receipts, PO, or other documentation and give to Administrator in the office.
Administrator will return voucher and documentation to OPPG box after payment.

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