

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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