



Education Check Request

Directions for submitting a payment request:

Complete the form below-completely and choose one of the methods of delivery below.

- 1. Drop off at Medford Arts (Place in the Office in the inbox on desk by the printers)
- 2. OR - Email a PDF of the completed form to MedfordArtsADM@gmail.com
- 3. OR – Drop into your shared Google folder.

IMPORTANT: Notify admin by email that the request has been submitted and which method you submitted it by. Admin – MedfordArtsADM@gmail.com

Date of Request: _____

Payee's Name: _____

Phone: _____

Email: _____

Address: _____

City: _____ Zip: _____

Class/Workshop Name: _____

Number of Students _____ (Must Match Registration List)

Check amount: _____ (Instructors: for classes 70/30% show math)

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Approved: _____

Cash deposit made (yes) (no)

Pay amt: _____