



CHECK REQUEST

DATE: _____

DRAW CHECK TO: _____

ADDRESS: _____

ACCOUNT #: _____ Amount \$ _____

GENERAL FUNDS CAFE

PURPOSE/DESCRIPTION: _____

DATE CHECK NEEDED: _____

SEND CHECK TO:

NAME AND ADDRESS GIVEN ABOVE

ATTENTION: _____

BUILDING: _____

Signatures: (please use what applies)

TEACHER: _____ Date: _____

PRINCIPAL: _____ Date: _____

SUPERINTENDENT: _____ Date: _____