



Karen Brock, Accountant
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CHECK REQUEST

Date Submitted:	
Requestor:	
Building:	
Department:	
CHECK PAYABLE TO:	

Note: District guidelines DO NOT allow reimbursement of sales tax on purchases made outside the normal purchasing process. Please bear this in mind when planning your purchases.

Account # to Expense	Account Name	Amount
TOTAL		

NOTES:

Approver:
Approver Signature: Date:

THE GROSSE ILE ADVANTAGE
ACHIEVEMENT | COMMUNITY | VISION