

To request a **check to be issued**, please complete the following and attach invoices, approved trip request receipts, purchase orders, or any other documentation that is needed to support the expenditure. **THIS CAN BE USED TO REQUEST A REFUND.**

CHECK REQUEST

Amount \$ _____

Date _____

Pay to: _____

Fund to pay from: _____

For: _____

Request made by: _____

Approved by: _____, Supervisor

Approved by: _____, Superintendent

Documentation attached

Central Office Use

Fund Codes: _____

Exp. Acct. Codes: _____