



## CHECK REQUEST

DATE: \_\_\_\_\_

DRAW CHECK TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

☐ GENERAL FUNDS   ☐ ACTIVITY   ☐ FOOD SERVICE   ☐ SINKING FUND

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: \_\_\_\_\_