

*CHECK REQUEST*

*PAYABLE TO:* \_\_\_\_\_

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

*PURPOSE:* \_\_\_\_\_  
\_\_\_\_\_

*AMOUNT OF CHECK:* \_\_\_\_\_

*ACCOUNT TO DEBIT:* \_\_\_\_\_

*REQUESTED BY:* \_\_\_\_\_

*DATE  $\checkmark$  NEEDED BY:* \_\_\_\_\_

*Principal/Superintendent Authorization* \_\_\_\_\_  
*(Initial)*

\*\*\*\*\*

*Return check to requestor by interoffice mail*

*U.S. Mail after check is completed*

*Please make sure necessary paperwork is attached to request to be sent with the check.*