

CHECK REQUEST

Date Requested: _____

Requested by: _____

Payable to: _____

Address: _____

Amount: _____

Date check needed: _____

Grade/Class: _____

Relates to purchase order #: _____

Reason/Description of purchase:

If receipt is available, please staple to back of form. Thanks.

For office use only:

Approved by: _____

Account: _____

Date Posted: _____