



# Delbarton School Check/Cash Request

Date of request \_\_\_\_\_ Needed by \_\_\_\_\_

- Checks are generated on **Tuesdays and Thursdays**. This completed form must be submitted to the Business Office by 3:00 pm the day before.
- Requests for immediate disbursements must have the approval of the Business Manager or Headmaster.
- For payment of invoices, the requestor must verify receipt of goods or services.
- If a purchase order number was issued to the vendor, enter it below.
- Clearly state special instructions.
- Attach invoices and other supporting documentation.
- Approval signature(s) and account numbers are required for check processing.
- Requests above \$250 must be approved by your Budget Manager or Department Manager.
- Itemized receipts are required for reimbursement. Credit card statements are **NOT** valid receipts.

<input type="checkbox"/> Check	Payee (please PRINT) _____
<input type="checkbox"/> Cash	Street _____
<input type="checkbox"/> Mail USPS	City _____ State _____ ZIP _____
<input type="checkbox"/> Hold for pickup	Country (if outside of USA) _____

Special instructions (if any) \_\_\_\_\_

Account Number (required)	Reimbursement Item Description (attach invoices or receipts to this form)	Amount
<b>Total Amount Requested</b>		

Requested by \_\_\_\_\_ Approved by \_\_\_\_\_  
*Budget Manager/Department Manager*

**REQUESTS WITHOUT ACCOUNT NUMBERS WILL BE RETURNED TO THE REQUESTOR.**