

LAKE COUNTY SCHOOLS  
CHECK REQUISITION

ISSUED CHECK # \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_ (IF APPLICABLE)

ORGANIZATION \_\_\_\_\_

PLEASE MAKE CHECK PAYABLE TO \_\_\_\_\_

FOR THE COMBINED AMOUNT OF \$ \_\_\_\_\_

INVOICE #/DESC \_\_\_\_\_ ACCT# \_\_\_\_\_ SUB ACCT # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

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INVOICE #/DESC \_\_\_\_\_ ACCT# \_\_\_\_\_ SUB ACCT # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNED TEACHER/SPONSOR

\_\_\_\_\_  
SIGNED STUDENT TREASURER (IF APPLICABLE)

APPROVED \_\_\_\_\_

PRINCIPAL

Teacher/sponsors will prepare this form in duplicate, sending BOTH copies to school Bookkeeper, who will insert check number on both copies, retain original and return yellow copy. Invoices or bills must be attached to original.

MIS # 75G 001 07/18/06 RVS  
Submitted by Internal Finance Department

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