



CHECK REQUEST

(DEADLINE IS MONDAY - ONE WEEK PRIOR TO BOARD MEETING DATES)

RequestYr's name: _____

Today's date: _____ Date needed: _____

Building: _____ MES _____ MPC _____ JH _____ WT
 _____ AUX _____ MIS _____ JNS _____ D.O.
 _____ OTHER (Please Specify)

Purpose: _____

Amount: \$ _____ ■ _____ (Attach backup documentation)

Check payable to: _____
Street address: _____
City, State, Zip: _____
Expense Account: _____

Check appropriate option:

_____ Mail check to above

_____ FYei YghYf will pick up the check from the Business Office

_____ Check to be returned to fYei YghYf via inter-office mail

_____ Other (please specify) _____

Signature of RequestYr

Date

Supervisor's Signature

Date

Supt/Assh Supt/CSBO

Date