



SNOQUALMIE VALLEY

SCHOOL DISTRICT

REQUEST FOR REVOLVING FUND CHECK

Revolving Fund Checks may be requested when:

- A vendor will not accept a purchase order.
- A vendor requires prepayment.
- Emergency Situations.

Procedure:

- Please complete this form, sign, and date.
- Attach order/registration form(s)/invoice.
- Send to Business Office.

It is best to allow 24 hours for check processing.

Date: _____

Requestor: _____ Position: _____

Check Payable to: _____

Total of Request: \$ _____

Vendor's Remit Address: _____

City/State/Zip: _____

Items for Purchase: _____

Reason for Purchase: _____

Account Code: _____ – E – 530 – _____

After Check is Written Please (check one)

Return check to: _____

Mail check to address above.

Please prepay the expenditure listed above. I certify under penalty of perjury that this is a just a correct claim for a necessary and legitimate district expenditure, and that no other payment has been made on account thereof.

Budget Admin Approval: _____ Date: _____

(If ASB) Student Approval: _____ Date: _____

DISTRICT OFFICE USE ONLY

CHECK # _____ DATE: _____

BUSINESS OFFICE APPROVAL: _____

SNOQUALMIE VALLEY SCHOOL DISTRICT