

# Pre-Paid Check Request



**LOCATION:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**P.O.#:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**PAYMENT DESCRIPTION:** \_\_\_\_\_

**DATE OF TRIP/EVENT:** \_\_\_\_\_

**DATE CHECK NEEDED:** \_\_\_\_\_

**WHEN THE CHECK IS READY** (check one):

**Mail Check to Vendor**                       **Send to:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

**Justification of Prepaid** (check one or more):

POLICY DK—STUDENT ACTIVITIES

- Athletic Officials Pay (Dragonfly)
- Game Guarantee
- ROTC Purchase
- Tournament Fee
- Field Trip (*overnight trips require board approval*)

MHSAA Athletic Activities

- Registration Fee
- Meals
- Hotel
- Fuel Reimbursement
- Other (specify):  
\_\_\_\_\_

POLICY DJEJ—PAYMENT PROCEDURES

- Payment on contractual obligations approved by the board (*if the contract includes specific deposit/payment/invoice terms*)
- Postage (*up to \$500*)
- Fuel Reimbursement (*up to \$250*)

BOARD APPROVED TRAVEL

(*must attach a copy of the board approved travel*)

- Registration Fee
- Meals (students only)
- Hotel
- Airfare
- Vehicle Rental

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assistant Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Email with signatures will be automatically sent to Mary "Kati" Eyring via Adobe Sign. Please do not duplicate with paper copy.