

Special Check Request
South Whidbey School District

Type of check requested: Accounts Payable Check

Date Needed: _____

Payee: _____

Fund: _____

GL/Acct Code _____

\$ Amount: \$ _____

Description and address of payment (ID):

Approved: _____
Paul Field, Director of Finance

cc: Paula Simmons (if payment Payroll related)

Attach all backup documents to this approval—