CHECK REQUEST



DATE: \_\_     \_\_

DRAW CHECK TO: \_

ADDRESS: \_

\_

\_

ACCOUNT #: \_     \_ Amount $\_     \_

GENERAL FUNDS  INTERNAL ACCOUNT  CAFE

PURPOSE/DESCRIPTION: \_

DATE CHECK NEEDED: \_

SEND CHECK TO:

NAME AND ADDRESS GIVEN ABOVE

ATTENTION: \_

BUILDING: \_

**Signatures: (please use what applies)**

TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

BUSN MGR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_