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: \_\_\_\_\_\_\_\_\_\_\_\_