

Check Request

Date

School Check Number

Check Payable to

Vendor Number

| Description | Amount |
|--------------------|---------------|
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| | |

Person Requesting Check

Account Number

Principal Approval

District Approval

Special Instructions:

Check Requests should ONLY be used for:

1. School Reimbursements: *Copies of invoices and school checks must be attached*
2. Workshop or Conference Registration: *Copy of registration must be attached*
3. Airfare Costs (Payable only to travel agency or airline): *Copies of itinerary or invoice must be attached*