

## CHECK REQUEST

Date Submitted: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Person check to be issued to: \_\_\_\_\_

Address: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Date Requested: \_\_\_\_\_

Reason for Check: Reimbursement: \_\_\_\_\_ (Attach receipt)

Field Trip: \_\_\_\_\_

Other: \_\_\_\_\_ (Complete explanation below)

Explanations:

Approved by: \_\_\_\_\_

Check to be mailed? Yes/No