

CHECK REQUEST

Requests submitted to the Business Office by noon on Tues. will be paid on Fri. Staff requests for extra pay (curr/extra assign/Rtl/etc. will be disbursed on monthly paychecks following the completion of the activity. Extra pay requests approved by Administration by the end of the month will be paid on the following month's payroll.

For Office Use Only

General ledger #:

Description:

Amount: \$ _____

Check Payable To: _____

Include social security number if new official

Reason For Request:

- | | |
|---|---|
| <input type="checkbox"/> Personal reimbursement
For preapproved purchase | <input type="checkbox"/> Refund for returned books |
| <input type="checkbox"/> Field trip (Attach copy of completed
and approved field trip form.) | <input type="checkbox"/> Refund for summer school |
| <input type="checkbox"/> Student Activity (specify):
_____ | <input type="checkbox"/> Other: Please Specify.

_____ |
| <input type="checkbox"/> Official-Athletics (specify):
_____ | <input type="checkbox"/> Co-Curricular: Specify
_____ |

Special Instructions-Choose one of the following:

- | | |
|--|---|
| <input type="checkbox"/> Mail to above address | <input type="checkbox"/> Give to: _____ |
| <input type="checkbox"/> Return to person making request | <input type="checkbox"/> Other: _____ |

Requested By: _____ Date: _____
(Sign here)

Admin Approval