

Check Request Form

Last Updated September 2018

Name of Person Requesting Check:		Date Submitted:	
Check Payable to:		Amount: \$	
Best Party Ever - Class of Best Party Ever - Leadership Business Supplies CPA/Auditor Community Appreciation Directors' & Officers' Insurance Family Science Night Materials & Supplies Funding Application - Class of Funding Application - Leadership	 Grant Disbursement (External Grants) Laptop Bags Listenwise Software Printing Registry of Charitable Trusts Robotics After School Club Science Olympiad Elem Supplies, etc. Science Olympiad Summer Institute Science Week Assemblies Statement of Information Uniform 8th Grade Awards Other (approved at meeting) Date of Minutes: 		
Description of Expenditure (please attach receipt, invoice, and/or minutes/application approving expenditure):			
Signature of Person Requesting Check:		Date:	
Approved by Signature:	Title:	Date:	

Treasurer Use Only:

Check #	Date:	Amount: \$
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