



Check Request Form

When completed, turn this form in to the bookkeeper. Receipts should be stapled to the back of this form.

Date: _____

Pay to the Order of: _____

Amount \$: _____

Account: _____

(Class Activity Fee, Athletics, etc.)

Description: _____

Homeroom Parent Signature: _____

If this check is for a class activity, the homeroom parent's signature is required.

Note: When possible, all checks should be requested seven (7) days prior to the date needed. A minimum of 24 hours is required for a check.