



# Check Request Form

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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.