

***Please attach receipts/invoices to back**

Check Request

Date _____

Requested by _____

Payee _____

Amount _____

Description _____

Account Charged: Please Check Below

- | | |
|--|-------------|
| <input type="checkbox"/> Classroom Supplies | 5300 |
| <input type="checkbox"/> Extended Day | 5350 |
| <input type="checkbox"/> Admissions | 6020 |
| <input type="checkbox"/> Testing | 5060 |
| <input type="checkbox"/> Communications | 6010 |
| <input type="checkbox"/> Development | 8200 |
| <input type="checkbox"/> Auction Expenses | 8250 |
| <input type="checkbox"/> Auction Income | 4411 |
| <input type="checkbox"/> Auction Sponsorships | 4412 |
| <input type="checkbox"/> Auction Donations | 4413 |
| <input type="checkbox"/> Office | 7300 |
| <input type="checkbox"/> Professional Advancement | 5100 |
| <input type="checkbox"/> Library | 5001/ 5002 |
| <input type="checkbox"/> Technology | 5200 |
| <input type="checkbox"/> Lunch Program | 2085 |
| <input type="checkbox"/> Field Trips, Special Events | 2400 |
| <input type="checkbox"/> SCA | 2520 |
| <input type="checkbox"/> Basketball | 2420 |
| <input type="checkbox"/> Field Hockey | 2410 |
| <input type="checkbox"/> Other Sports _____ | _____ |
| <input type="checkbox"/> Repairs & Maintenance | 9200 / 9202 |
| <input type="checkbox"/> Groundskeeping | 9260 / 9261 |
| <input type="checkbox"/> Miscellaneous | _____ |

Approved By: _____

For Office Use Only:

Check # _____

Date Paid _____

10/04/16

Send to Office