

## SCHOOL DISTRICT OF



FORT • ATKINSON

# 2014 – 2015

## BUSINESS OFFICE

### CHECK REQUEST FORM

This form is used to request a check. Vendor invoices or documentation associated with the check request **must** be attached to this form. Please call the business office at 920.563.7800 if you have any questions.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Staff Member)

\_\_\_\_\_  
(Building / Site) (Grade, Department, Program)

PAYABLE TO: \_\_\_\_\_ CHECK SHOULD BE: ☐ Mailed to "Payable To"  
(Name of Company)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)  
☐ Picked up on: \_\_\_\_\_  
☐ Returned to Requester Above  
☐ Mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RATIONALE / DESCRIPTION

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ACCOUNT CODES: \_\_\_\_\_ = \_\_\_\_\_  
(Fund) (Location) (Object) (Function) (Project) (Amount)  
\_\_\_\_\_  
(Fund) (Location) (Object) (Function) (Project) (Amount)

TOTAL CHECK AMOUNT: \_\_\_\_\_

REQUESTER'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

BUSINESS MANAGER'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_