Print Form

MT. PLEASANT PUBLIC SCHOOLS – **CHECK REQUEST**

Please circle: General Fund or Activity

Date: _____ PO#: _____

Check Payable to: **Vendor#:** _____

Name: _____

Address: _____

_____

Account Number: Amount:

_____ $_____

_____ $_____

_____ $_____

_____ $_____

Total $_____

This check is in payment of the following:

_____

_____

Date of event, if applicable:_____

Check requested by (please print name):_____

Check requested by (please sign):_____

Department/Building:_____

Administrator or Advisor Signature:_____

Please mail check:_____; I will pick check up at Central Office:_____

For Business Office Use Only:
Field Trip Form signed and on file?_____ Valid Tribal Grant Expenditure?_____
Activity Account – positive balance?_____ 090208