

CHECK REQUEST  
PETTY CASH FUND

(Business Office)

Date: \_\_\_\_\_

PLEASE MAKE CHECK:

Payable to: \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_

Superintendent

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Check # \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Account # \_\_\_\_\_