



Business Services Division Internal Accounts

Check Requisition

School: _____ Date of Requisition: _____
Check Number: _____
Date of Check: _____

Account to be charged: _____

Make check payable to: _____ Amount of \$: _____

In payment of the following:

The above merchandise or service has been received and payment is in order.

To be checked and signed by at least one of the following:

Teacher Signature: _____

Student Activity Representative Signature: _____

Other Signature (specify position): _____

APPROVED (principal signature): _____

INSTRUCTIONS: Prepare in duplicate and sign. Attach invoice(s) or other acceptable documentation. Forward to bookkeeper. Retain duplicate when returned to you.