

CHECK REQUEST

DATE OF REQUEST _____

INVOICE # _____
(To be added by Finance Department)

VENDOR # _____
(To be added by Finance Department)

VENDOR _____

ADDRESS _____

AMOUNT _____

CODE _____

PURPOSE _____

APPROVAL _____
Signature Date

This instrument has been preaudited in the manner required by the School Budget & Fiscal Control Act.

Larissa York, Finance Officer