SCHOOL DISTRICT OF
FORT • ATKINSON

IF MANUAL –> CHECK #:_____
(To Be Assigned By Business Office)

2009 – 2010

BUSINESS OFFICE
CHECK REQUEST FORM

This form is used to request a computer check **or** a manual 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.

CHECK ONE: [ ] **Direct Pay (Computer Check)** [ ] **Manual Check**

REQUESTED BY: _____ **DATE**: _____
(Staff Member)

_____ _____
(Building / Site) (Grade, Department, Program)

PAYABLE TO: _____
(Name of Company)
_____
(Address)
_____
(City, State, Zip)

CHECK SHOULD BE:
[ ] **Mailed to "Payable To"**
[ ] **Picked up on:**_____
[ ] **Returned to Requester Above**
[ ] **Mailed to:**
_____
_____
_____

RATIONALE / DESCRIPTION

ACCOUNT CODES: ____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

____ – _____ – _____ – _____ – _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

TOTAL CHECK AMOUNT: **$0.00**

REQUESTER'S APPROVAL:_____ **DATE**: _____

SUPERVISOR'S APPROVAL:_____ **DATE**: _____

BUSINESS MANAGER'S APPROVAL:_____ **DATE**: _____

(Revised December 2009) **Form ID: CHECK**