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:** _____

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

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

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

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