

ISSUE CHECK FORM

DATE _____

ISSUE CHECK TO: _____

IN THE AMOUNT OF: _____

CHARGE TO ACCOUNT: _____

If a copy of the form or invoice needs to be sent with the check please make the copy before turning it in.

ANY SPECIAL INSTRUCTIONS: _____

EXPLANATION: _____

Signed _____ Treasurer

Signed _____ Teacher/Sponsor

Signed _____ Principal

Signed _____ Superintendent

All information must be filled in to be processed.