

Business Services Division Internal Accounts Check Requisition

	Date of Requisition:	
School:	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.