

Alachua County Public Schools
Business Services Division
Internal Accounts

Check Requisition

School: _____ Date of Requisition: _____
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:

SIGNED (Teacher)

SIGNED(Student Acty. Rep.)

SIGNED(Other-Specify Position)

APPROVED _____

Principal

INSTRUCTIONS: Prepare in duplicate and sign. Attach invoice(s) or other acceptable documentation. Forward to bookkeeper. Retain duplicate when returned to you.