

CHECK REQUISITION FORM

A properly completed check requisition form is to be used to initiate every expenditure from internal funds. The person initiating the request for payment should prepare the form and present it to the SFA for processing. The properly completed form should include the date, payee, amount requested, account number to be used for processing payments, brief description detailing the reason for the purchase, and the signature of the requestor. The check requisition must be accompanied by a valid invoice and other supporting documentation as appropriate (i.e. Purchase Order, Receiving Reports, Receipts, etc.).

The SFA should review the check requisition form to determine the availability of funds (must ensure that funds were collected and available for the purpose indicated on the check requisition form). Upon completion of the SFA's review, the form and all supporting documentation should be forwarded to the principal for review and signature. The principal's signature provides approval to process the payment.

After all approval signatures have been obtained the SFA should process the payment in accordance with the details included on the check requisition form. The SFA must record the issued check number on the check requisition form.

Check requisition forms and all supporting documentation should be maintained in sequential order as a part of the school's internal accounts records.