



Check Requisition

(For Internal Accounts)

CHECK NO. _____ PURCHASE ORDER NO. _____ DATE _____ 20 _____

NAME OF ORGANIZATION) (ACTIVITY NO.)

PLEASE MAKE CHECKS PAYABLE TO:

FOR THE AMOUNT OF \$ _____ THESE FUNDS ARE BEING SPENT FOR

ORDER RECEIVED & VERIFIED _____
SIGNED: TEACHER SPONSOR STUDENT TREASURER

APPROVED _____ DATE _____

INSTRUCTIONS: TEACHER SPONSORS WILL PREPARE THIS FORM IN DUPLICATE, SENDING BOTH COPIES TO SCHOOL BOOKKEEPER/FINANCE MANAGER, WHO WILL INSERT CHECK NUMBER ON BOTH COPIES, RETAIN ORIGINAL AND RETURN DUPLICATE, INVOICES OR BILLS MUST BE ATTACHED TO



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