



# Henderson Middle School Foundation



## Check Request Form

Date of Request: \_\_\_\_\_ Amount of Check: \$ \_\_\_\_\_

Person Requesting: \_\_\_\_\_ Gr./Title \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Address: (if check to be mailed): \_\_\_\_\_

Purpose of Check: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

If item has already been purchased, the original receipt(s) must be attached to this form. Otherwise, attach an original invoice. Prior approval **must** be obtained on all purchases. Failure to obtain approval may result in purchaser having to incur the expenses.

\*\*\* NOTE: Multiple receipts MUST have a summary page listing the amount from each receipt and showing the total.

\*\*\* PLEASE make sure amounts add up correctly and match the check request amount!

### Please CIRCLE THE ACCOUNT to be charged for this expense:

Fundraising Campaign      Administrative Expense      STEM: Leadership Stipend      Training      Supplies

Other: \_\_\_\_\_

\*\*\*If you are a staff member, please forward to principal for approval.

\*\*\*\*\*

### For Principal's Use Only

Date Received \_\_\_\_\_ Approval Signature \_\_\_\_\_

### FOR TREASURER'S USE ONLY

Date Issued \_\_\_\_\_ Check Number \_\_\_\_\_ Account Charged \_\_\_\_\_

Comments \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_