

# WAYLAND UNION SCHOOLS

## Check Request Form

NOTE: Use this form in place of a purchase order. Attach all pertinent documentation to this request. Proper Purchasing procedures must always be followed. Also, this form should not be used to claim reimbursement for expenses related to training or conferences; there is a separate form for those expenditures.

Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

<b>Reason for Check &amp; Special Delivery Instructions:</b>

Date Needed By: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_

<b>Business Office Use:</b>
<b>Date Request Received</b>

Approval: \_\_\_\_\_

Employee Making Request: \_\_\_\_\_

Administrator: \_\_\_\_\_