

23200 Ryan Road Warren, MI 48091-1999

Check Request

Please provide descriptions for the request so that the items can be properly classified in the District's records. Information should include the type of expenditure and whether it qualifies for a specific grant. Please contact Business Office with questions.

Address: Date Needed City State Zip Description ASN Amount *Incomplete Forms May Delay Processing Required documentation: 1. Attach vendor invoice(s) to the back of form. 2. For reimbursement of out-of-pocket expenses, use multiple copies if necessary. Attach original deted receipts to back of form, agenda and sign in sheet. 3. For consultant, vendor, independent contractor or lecturer, please describe services performed and obtain a V4-9 Form. A signed contract must also be on file. 4. The School is a tax exempt entity. Please obtain a tax. Payment of sales tax is not eligible for reimbursement. Business Office Business Office	Make check (Payable) to:				
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THIS FORM MUST BE PRINTED ON GREEN STOCK

Student Services