



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.

Make check (Payable) to:

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 dated 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 W-9 Form. A signed contract must also be on file.
4. The School is a tax exempt entity. Please obtain a tax exempt certificate to eliminate sales tax on purchases. *Payment of sales tax is not eligible for reimbursement.*

Total Check Amount

0.00

Signature

Date

Prepared by		
Building Principal or Department Head		
Curriculum Office		
Business Office		
Student Services		

