

## Hamilton Community Schools <a href="https://doi.org/10.2016/j.com/">CHECK REQUEST FORM</a>

(For checks needed prior to an event, ie. guest speakers, dj services, etc...)

- 1. Fill form out 2 weeks prior to needing check
- 2. Turn in form to gain approval
- 3. Approved form will be forward to Accounts Payable
- 4. Accounts payable will print check and then forward check to the person requesting check

|                                               | Controller's Signature | <br>Date |
|-----------------------------------------------|------------------------|----------|
| Account Number                                | Approval Signature     | Date     |
| A coount Number                               | Annana Cianatara       | Data     |
| (For Office Use Only)                         |                        |          |
| Employee Signature Date                       |                        |          |
|                                               |                        |          |
| Requestor's School (check will be sent here): |                        |          |
| Requestor's email address:                    |                        |          |
| Person requesting check:                      |                        |          |
| Amount: \$                                    |                        |          |
|                                               |                        |          |
| Reason:                                       |                        |          |
| Payee Phone #:                                |                        |          |
| Payee Address:                                |                        |          |
| Make check payable to:                        |                        |          |
| Date Check Needed:                            |                        |          |
| Date of Request:                              |                        |          |
| Data of Daguart                               |                        |          |