ILLINOIS MATHEMATICS AND SCIENCE ACADEMY Aurora, Illinois 60506

CHECK REQUEST

IMPREST CHECK

<u>Procedure:</u> This form is to be used when requesting a check for any expenditures which are not handled by purchase orders, i.e. advance travel registration, payment to athletic officials, etc. Complete this form in <u>two copies</u> and retain one for your files. All documentation (original detailed invoices/receipts, letters, memorandums, attendee lists, etc) for this requested payment must be attached. Failure to provide all of the necessary information may delay the processing of the check. If checks are needed for expenses, put this reques<u>t in at least</u> two weeks before needed if you expect to receive advance payment.

		TODAYS DATE:	
		DATE NEEDED:	
Send Check to:	Address Below Requisitioner Other – Explain:		
Please draw a check fo	r:		
Payable to:			
Explanation for this ex	penditure:		
Requisitioner's Signature			cer's Signature
		Business	Office Approval
Account Name: _			
Account Number:			