

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY
Aurora, Illinois 60506

CHECK REQUEST

LOCALLY HELD

Procedure: 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 two copies and retain one for your files. All documentation (original detailed invoices/receipts, letters, memoranda, 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 request in at least 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 for:

Payable to:

Explanation for this expenditure:

Requisitioner's Signature

Fiscal Officer's Signature

Business Office Approval

Account Name: _____

Account Number: _ _ _ _ _ _ _ _ _ _
