

- Please complete the information below for **all check requests**.
- Attach all receipts and place both form and receipts in an envelope and put in ROPE mailbox in office.
- Check requests with all information below may also be mailed to: Jeanne Stefanowicz, [jmsdfs@optonline.net](mailto:jmsdfs@optonline.net).
- If a check is to be issued directly to a vendor, complete the form and attach all invoices. The check will then be mailed directly to the vendor.

Today's Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event/Grade Expense	Amount
<b>Total:</b>	\$

Check Payable To: \_\_\_\_\_

Mail To/Delivery Instructions:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Treasurer Use Only

Issued Check # \_\_\_\_\_

Date \_\_\_\_\_