

**School District Payment Order**  
**(CHECK REQUEST)**

Make check payable to: \_\_\_\_\_ Amount: \_\_\_\_\_

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

Purpose for expense: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Principal's Approval: \_\_\_\_\_

Superintendent's Approval: \_\_\_\_\_  
(over \$300)

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

Vendor Code: \_\_\_\_\_

Batch/Board Meeting: \_\_\_\_\_

**DOCUMENTATION MUST BE ATTACHED**