

Gadsden City High School

1917 Black Creek Parkway

Gadsden, AL 35904

CHECK REQUEST

DATE: _____

PO# _____

AMOUNT: _____

PAYABLE TO: _____

ADDRESS: _____

PURPOSE: _____

DATE CHECK IS NEEDED: _____

- Mail Check
- Place check in Employee Mailbox
- Bookkeeper will hold for pick up

ACTIVITY TO CHARGE: _____

ACCOUNT # _____

REQUESTED BY: _____

Attach documentation regarding expenditure. (Ex: Receipt, Invoice, Etc)

APPROVED BY: _____

Principal