

ADVANCE CHECK REQUEST

(TEN business day notice)

Employee Name _____

Vendor Number _____

Date Check Needed _____

Purchase Order # _____

Amount of Check _____

Reason for Check _____

Employee Signature _____

Signature of Building Principal _____

Signature of the Treasurer _____

After proper documentation is received and approved, a check will be issued within TEN business days.

If proper documentation is not provided to the Treasurer's Office, the employee responsible for creating the order may be personally responsible for payment.

AFTER DOCUMENT IS COMPLETED AND SIGNED BY EMPLOYEE & BUILDING PRINCIPAL, E-MAIL FORM TO TREASURER FOR FINAL APPROVAL.