



RED RIVER PARISH PUBLIC SCHOOLS

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www.rrbulldogs.com

CHECK REQUEST FORM

Payable To: _____

Reason / Invoice Number: _____

Amount: _____

REQUEST MADE BY:

Class/Club/Organization: _____

Sponsor: _____

APPROVED BY:

Signature: _____ Date: _____

Class/Club Sponsor, Principal

If the amount of the check is to be split between several accounts, show breakdown below.

Class or Club Account	Memo / Invoice Number	Amount

Attach a copy of your documentation (cash receipts, invoices, order forms, minutes, etc.) to your check request form.

Office Use Only:

Has money been turned in to cover this check? YES NO

If NO, current balance in Class or Club Account \$ _____

If balance is negative, principal's signature is required below.

Signature: _____ Date: _____

P.O. Number _____

Issuer _____

Date Invoice Received _____

Funding Account _____

Principal _____