

**REQUEST FOR CHECK**  
2009-2010 SCHOOL YEAR

**SCAPPOOSE HIGH  
SCHOOL  
STUDENT ACTIVITY FUNDS**

REQUEST FOR CHECK FROM STUDENT ACTIVITY ACCOUNT

by \_\_\_\_\_

Date \_\_\_\_\_

Account # \_\_\_\_\_

Amount \_\_\_\_\_

**CHECK MADE PAYABLE TO**

\_\_\_\_\_  
**ADDRESS**      **MAIL** \_\_\_\_\_      **PLACE IN MAIL BOX** \_\_\_\_\_

\_\_\_\_\_  
**DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*AUTHORIZED SIGNATURES**

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Building Principal

*\*The principal's signature is required for all check requests.  
PLEASE ALLOW 72 HOURS FOR CHECK REQUEST TO BE PROCESSED.*

**CHECK REQUEST WILL NOT BE PROCESSED WITHOUT INVOICES/RECEIPTS OR DOCUMENTATION.**