

**STUDENT ACTIVITY FUND
CHECK REQUEST FORM INSTRUCTIONS**

1. Use a pen when completing these forms and print clearly. FORMS FILLED OUT IN PENCIL WILL BE RETURNED TO YOU.
2. You are responsible for providing ALL of the following information:
 - Program name;
 - Request date;
 - Description of field trip / activity;
 - Check amount;
 - The name of the person / organization to whom the check should be made payable to;
 - The date the check is needed. (Please see note at bottom of directions).
3. Attach the invoice or the original paid receipt to the back of the check request form. (Checks will not be issued without proper documentation).
4. Submit the form to the Advisor of the account for approval.
5. Submit the form to the Principal for approval. The Principal will forward this form to Sharon Alger in the Business Office.

NOTE: CHECKS WILL BE ISSUED EVERY FRIDAY. ALL COMPLETED STUDENT ACTIVITY CHECK REQUEST FORMS RECEIVED BY WEDNESDAY AT NOON WILL BE ISSUED FOR PAYMENT ON FRIDAY OF SAME WEEK. COMPLETED FORMS RECEIVED AFTER WEDNESDAY AT NOON WILL BE ISSUED ON THE FOLLOWING FRIDAY.

PLEASE REMEMBER: INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTOR. THIS WILL RESULT IN THE DELAY OF PAYMENT.