DOVER-EYOTA SCHOOLS Questions about CHECK REQUESTS should be directed to Neva Duffy at Intercom 401.

DISTRICT FUNDS CHECK REQUEST

District Account Name

School, Dept Budget Code

Please issue a: Check (Request check only if vendor will not accept purchase order or if you are seeking reimbursement for items/services you paid for. Checks written on Thursdays after Noon.)

Check should be made to:	Requester:	
Name	Your Name	
Street Address	School Building	
City, State, Zip	Today's Date	Date Check Required

For Check Complete This Section. Attach copies of invoices, receipts, tournament sign up forms, etc.

st each item separately (ex: reimbursement for, registration fee, etc.) OR attach invoice	AMOUNT
CHECK TO	TAL