

CHECK REQUEST FORM

Use only for program supplies, maintenance, H&S supplies, field trips travel or cooking class.

DATE REQUESTED:		AMOUNT:			
	CK PAYABLE TO: Costco Safeway Cash & Carry Trader Joe's Michael's Others (Please specify)	DATE NEEDED: / Return to individual requesting Give check to Hold for pick up:	check		
PROGRAM AND ACTIVITY DETAILED DESCRIPTION: PROGRAM: ACTIVITY:					
 Important instructions for both sides of the form: You MUST have signed approval from Program Director or Program Coordinator! After approval, please submit to the administrative department a week prior date needed for processing! Keep a copy for your records! Please return the receipts to the Administrative Department ASAP! EMPLOYEE REQUESTING/RECEIVING CHECK: 					
Progr	NAME am Director/Coordinator Approval:	SIGNATURE	Date		
	Name	Approval Signature	Date		



PROGRAM SUPPLIES ORDER REQUEST FORM

Use only for program supplies, maintenance, H&S supplies

DATE REQUESTED:	DATE NEEDE	DATE NEEDED:		
ORDER (please list):	Approximate price:			
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<i>16</i>				
17				
18				
19				
20				
	Total:			
<u> </u>		<u> </u>		
ACTIVITY/PROJECT:				
EMPLOYEE REQUESTING/RECEIVING ORDER:				
NAME	SIGNATURE	Date		
Program Director/Coordinator Approval:				
Name	Approval Signature	Date		