



## CHECK REQUEST FORM

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

<i>DATE REQUESTED:</i> _____	<i>AMOUNT:</i> _____
<i>CHECK PAYABLE TO:</i> <input type="radio"/> <b>Costco</b> <input type="radio"/> <b>Safeway</b> <input type="radio"/> <b>Cash &amp; Carry</b> <input type="radio"/> <b>Trader Joe's</b> <input type="radio"/> <b>Michael's</b> <input type="radio"/> <b>Others (Please specify)</b> _____	<i>DATE NEEDED:</i> /     / <input type="checkbox"/> <i>Return to individual requesting check</i> <input type="checkbox"/> <i>Give check to</i> _____ <input type="checkbox"/> <i>Hold for pick up:</i> _____
<i>PROGRAM AND ACTIVITY DETAILED DESCRIPTION:</i> <i>PROGRAM:</i> _____ <i>ACTIVITY:</i> _____ _____	

**Important instructions for both sides of the form:**

- 1. You MUST have signed approval from Program Director or Program Coordinator!**
- 2. After approval, please submit to the administrative department a week prior date needed for processing!**
- 3. Keep a copy for your records!**
- 4. Please return the receipts to the Administrative Department ASAP!**

**EMPLOYEE REQUESTING/RECEIVING CHECK:**

_____	_____	_____
NAME	SIGNATURE	Date

**Program Director/Coordinator Approval:**

_____	_____	_____
Name	Approval Signature	Date

