# **REQ # \_\_\_\_\_\_\_\_\_**

DATE \_\_\_\_\_\_\_

# **Oak Ridge Schools**

**Check Request Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| MAKE CHECKS PAYABLE TO:  *NAME* | | | | | | | |
| ADDRESS | | | | | | | |
| CITY STATE ZIP CODE | | | | | | | |
| *VENDOR CONTACT NAME & PHONE #: VENDOR CODE:* (IF REIMBURSEMENT COMPANY NAME) | | | | | | | |
| *PAYMENT REQUESTED:* **\_\_***REIMBURSEMENT \_\_\_CHECK SENT W\ ORDER \_\_\_\_ DIRECT PAY* | | | | | | | |
|  |  | |  |  | | |
| INVOICE # | DESCRIPTION | ACCOUNT # | | AMOUNT | | |
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|  |  |  | |  |  |
|  |  | TOTAL | |  |  |

Reason for purchase:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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REQUESTED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*THIS FORM IS NOT TO BE USED IN LIEU OF THE PURCHASE ORDER PROCESS

\*\*\*\*EXAMPLES FOR PROPER USAGE: ORGANIZATIONAL MEMBERSHIPS/SUBSCRIPTIONS, UTILITY BILLS, ORDERING STAMPS, ETC.

### APPROVALS

DEPT. APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BLDG. APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDIT BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUSINESS DEPT. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_