

San Francisco Day School

Check Request Form

**Note: Once completed and approved please put your check requests in Annette Allen's box.
The turnaround time for check requests is approximately two weeks.**

Payable to: _____ **Address:** _____

Fill out the fields below completely and attach receipts.

<u>Description</u>	<u>Amount</u>	<u>Account Number*</u>	<u>Account Name</u>
<i>Example: Office Supplies for Business Office</i>	<i>12.63</i>	<i>01-570855-00</i>	<i>Admin. Office Supplies</i>

Total Amount Requested _____

***Improper account coding may delay your payment.**

Requested By _____

Date _____

Approved By _____

Date _____

Check requests submitted without approval may delay your payment