

NORTHERN TIOGA SCHOOL DISTRICT
REQUEST FOR CHECK

REQUESTED BY: _____

SCHOOL OR DEPT.: _____

CHECK PAYABLE TO: _____

COMPLETE ADDRSS: _____

AMOUNT OF CHECK: _____

DATE OF EVENT/NEEDED: ____ / ____ / ____

FOR: _____

CONFIRMATION NO. FOR HOTEL/MOTEL RESERVATION: _____

ACCOUNT CODE TO CHARGE: _____

CHECK ONE: RETURN CHECK TO ME _____ MAIL CHECK _____

DEPT. HEAD/PRINCIPAL APPROVAL: _____ DATE: _____

All check requests should be accompanied by copies of registrations, order forms, etc. If not available at the time the check is requested, receipt or invoice must be forwarded to the Business Office as soon as possible. All lodging and conference registrations, need to state number of participants and names. **REQUESTS FOR LODGING AND CONFERENCE REGISTRATIONS MUST ALSO HAVE ATTACHED A COPY OF THE CONFERENCE REQUEST FORM APPROVED BY THE SUPERINTENDENT.**

