

Make Check Payable to: _____

**Junction Independent School District
Request for Check**

Date _____ Request made by _____

Amount of request _____

Reason for request _____

Make check payable to _____

Check needed by: _____ Will you pick the check up? Yes _____ No _____

Mail the check? Yes _____ No _____

Your Signature: _____

Administrator/Supervisor Signature _____

Superintendent/Business Manager: _____

Account Code or Description	

Special instructions or comments:

