

Special Check Request
South Whidbey School District

Type of check requested: Revolving Check Accounts Payable Check

Date Needed: _____

Payee: _____

Fund: _____

GL/Acct Code _____

\$ Amount: \$ _____

Description of payment:

Approved: _____
 Dan Poolman, Business Manager

cc: Paula Simmons (if payment Payroll related)

Attach all backup documents to this approval—