

TO : Superintendent's Office

Date: \_\_\_\_\_

FROM: (School/Department/Individual) \_\_\_\_\_

Please issue a **Revolving Fund** check In the amount of \$ \_\_\_\_\_

made payable to: \_\_\_\_\_

for the purpose of: \_\_\_\_\_

coded to:	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Request submitted by (sign or initial): \_\_\_\_\_



District Office Approval: \_\_\_\_\_

PAID BY REV. FUND CK. # \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_ ON \_\_\_\_\_

TO : Superintendent's Office

Date: \_\_\_\_\_

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