

TITAN Activity Fund

CHECK REQUEST

Today's Date: _____

Activity Fund Account Name: _____

Write Check to: _____

Address: _____

Amount of Check: _____

Please staple the invoice or receipt to this request. If you have any questions or special instructions, please add below. Thank you!

What check is paying for? (Purchase details-itemized) _____

I will need the check by: _____

Please mail the check :

Return check to me:

Your signature: _____

All check requests **MUST** have your building principal's signature (or Athletic Director if the item(s) are for a sport) indicating their approval.

NO CHECKS WILL BE WRITTEN WITHOUT THE PROPER SIGNATURE!

PRINCIPAL/ATHLETIC DIRECTOR