

Check Request Authorization Form

STEP 1 - You **MUST** have **PRIOR** permission from the principal to purchase an item and be reimbursed for it by using this form.

Name _____ Date _____

Item you need _____ Reason _____

Approximate cost _____

Principal's signature _____

Approval YES NO

STEP 2 - Attach receipt with amount circled to this form and turn it in to the building principal.

Item purchased _____

Date purchased _____ Total Amount _____

Principal signature _____

FOR OFFICE USE ONLY

Activity account charged _____ Check number _____

Date issued _____ Initials _____