

FESTUS R-6 SCHOOL DISTRICT WORKSHEET

IMPORTANT NOTE: *Check requests **MUST** be turned into the Central Office: by the first Monday of each month, in order to be submitted to the monthly Board Meeting. If not, the checks will be processed at the Board Meeting of the following month. (Whether it is activity fund or a budgeted fund request).*

MAKE CHECK PAYABLE TO: _____ DATE: _____

NAME/DATE/PLACE OF ACTIVITY (If Applicable): _____

Do you want this check: Mailed Picked up at Central Office

CODE: _____

Description	Amount
Total	

APPROVED BY: _____
 Superintendent

APPROVED BY: _____
 Assistant Superintendent

APPROVED BY: _____
 Building Principal

APPROVED BY: _____
 Athletics/Activities Director