

# 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
<b>Total</b>	

APPROVED BY: \_\_\_\_\_  
Superintendent

APPROVED BY: \_\_\_\_\_  
Assistant Superintendent

APPROVED BY: \_\_\_\_\_  
Building Principal

APPROVED BY: \_\_\_\_\_  
Activities Director