

**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