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

(Revised 07/2021)