

VAN DYKE PUBLIC SCHOOLS

Warren, Michigan 48089

CHECK REQUEST

Vendor Number

ASN#

Amount

Payee

Address

City, State, Zip

Requested by

School/Dept.

Date

Reason for Check Request:

(check one)

Mail Check

Send check to requestor

**** Social security numbers are required for payments to individuals for service. A W-9 Form must be on file before payment is processed.**

**** Documentation must be attached. Allow at least 10 working days for processing.**

APPROVED – Supervisor/Budget Manager

Date

APPROVED – Business Office

Date