

VENDOR Check Request Form

**Use this form to have a check made out to a vendor*

CLARE PUBLIC SCHOOLS

To be completed by Administrator or Supervisor

DO NOT USE FOR EMPLOYEE REIMBURSEMENT

I am requesting a check to be made payable to: _____,

in the amount of \$ _____, and charged to account # _____,

the purpose of the above expenditure is for: _____

Administrator/Supervisor's Signature: _____ Date: _____

Business Manager's Approval: _____ Date: _____

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