

# Brentwood Academy

## Check Request

<b>Pay to order of:</b> Vendor Name:  Address:	<i>All requests must be approved by the appropriate department head and must be accompanied by receipts to support the expenditure. Checks will not be prepared until all necessary information, receipts and signatures have been provided.</i>	<b>Date of Request:</b>
<b>Deliver to:</b> School mailbox <input type="checkbox"/> Mailing address <input type="checkbox"/> Pick up in business office <input type="checkbox"/>	<i>Ideally, checks are prepared on Tuesday and Friday of each week. Requests submitted by the close of business on Monday and Thursday should be processed on Tuesday and Friday in most cases. If you need a check by a specific time and date, please indicate to the right.</i>	<b>Date needed (If urgent):</b>

Department	Description	Unit Amount	Extended Amount
		<b>Total</b>	

Requested by:	Approved by... (department head):
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