

**CORRY AREA HIGH SCHOOL
REQUEST FOR CHECK
(MAKE OUT IN DUPLICATE)**

From the _____ Account
Which is now on deposit in the school treasury – Activities Fund (A separate request form must
be made out in duplicate for each check you wish written).

AMOUNT \$ _____ DATE _____

PAY TO _____
(The person or firm in whose favor this check is to be written)

_____ Dollars
(Write out the amount in this space)

PURPOSE _____
(Include Invoice Number if given on bill or statement)

Signed _____
(Individual requesting check)

(Title)

Approved by _____
(Faculty Advisor)

I have received Check Number _____ and it is written as requested.

Amount of check \$ _____

Date _____ Signed _____

Auditor _____ School Treasurer _____