

Date _____

Please write a check in the amount of \$ _____

To _____

For _____

_____ Receipts are attached

Special Instructions and notes _____

SIGNED _____

PRINT NAME _____

APPROVED BY: _____

PRESIDENT or PRINCIPAL

Date _____

Please write a check in the amount of \$ _____

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Special Instructions and notes _____

SIGNED _____

PRINT NAME _____

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