



RED RIVER PARISH PUBLIC SCHOOLS

P.O. Box 1369 • 1922 Alonzo Street • Coushatta, LA 71019

Phone: (318) 932-4081 • FAX: (318) 932-3081

www.rrbulldogs.com

CHECK REQUEST FORM

Payable To: _____

Reason / Invoice Number: _____

Amount: _____

REQUEST MADE BY:

Class/Club/Organization: _____

Sponsor: _____

APPROVED BY:

Signature: _____ Date: _____
Class/Club Sponsor, Principal

If the amount of the check is to be split between several accounts, show breakdown below.

| Class or Club Account | Memo / Invoice Number | Amount |
|-----------------------|-----------------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |

Attach a copy of your documentation (cash receipts, invoices, order forms, minutes, etc.) to your check request form.

Office Use Only:

Has money been turned in to cover this check? YES
 NO

If NO, current balance in Class or Club Account
 \$ _____

If balance is negative, principal's signature is required below.

P.O.
 Number _____

Issuer _____

Date Invoice Received

Funding Account
