

WHITTIER UNION HIGH SCHOOL DISTRICT

Whittier, California

REQUEST FOR REVOLVING CASH FUND CHECK

School or Department

Date

Amount Requested

Pay to

For the Services or Supplies as listed below:

| Quantity | Description | Unit Price | Amount |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Charge Account # | <input type="text"/> | Total | <input type="text"/> |

Requested By

Approved by

Principal, Dept. Head or Supervisor

1. Be sure to attach pertinent documents (i.e., receipt, receipted invoice, or a cash register stub that indicates name of store or seller, date of purchase, amount of purchase, unit price and brief description of purchased item.)

2. Submit original and one copy approved by Principal or Division Head.

For Business Office Use Only

Approved by _____

Date _____

Check Written: _____

Date _____

Check # _____

Amount \$ _____