

# Pamlico County High School Check Request

**Payable to:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Reason for Check:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount of Check \$**

**Fund:**

Attach Documentation (Invoice, Receipt, etc.)

Once check is processed, how do you want it handled?

In your mailbox

Mail to address above

Signature of Person Making Request \_\_\_\_\_

Date \_\_\_\_\_

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_