



Midlothian Independent School District

GENERAL OPERATING FUND CHECK REQUEST

(Submit on Green Paper)

To: Business Office

Date: _____

Please issue a check in the amount of \$ _____

Payable to: _____

Address: _____

In Payment For: _____

(Check will not be prepared without proper documentation)

PLEASE CHECK THE APPROPRIATE BOX:

- Mail check to the above address at the next cycle.
- Mail check to the above address on _____ (Date)
- Return check to me at next cycle. _____
- Return check to me. (Date check is needed) _____

Check requests that do not have proper documentation, copies or paperwork (such as original itemized receipts, invoices, order forms, registration forms, etc.) attached will be returned and not processed.

Requested by: _____ Approved by: _____

Fund/Account # _____