

# **Madison High School      *CHECK REQUEST***

There must be a signature from the department head/advisor AND the principal BEFORE a check can be issued. Due to finance office by Tuesdays at 11AM. Distributed on Wednesdays.

Date Requested	Account To Use	Reason	Date Needed

Check Written To:	Address:	Amount:

Requested By:	Department Head/Advisor Signature

Principal's Signature	Date Approved