

**OAK CREEK – FRANKLIN JOINT SCHOOL DISTRICT**

**REQUEST FOR PAYMENT**

This form is to be used when requesting payment from the General Fund (except for reimbursement for travel expenses). RECEIPTS or INVOICES must be attached to receive payment. General Fund checks are issued twice per month. All signatures and the proper account number must be assigned to process the request. All information must be legible.

Make check payable to\*\*: \_\_\_\_\_

(\*\*If requesting payment to an individual for services, please be sure a current W-9 is on file with the Business Office.)

For: \_\_\_\_\_

\_\_\_\_\_  
(Describe the purpose for payment and attach documentation)

Amount Requested:\$ \_\_\_\_\_

Account Number: \_\_\_\_\_  
(FUND) (LOCATION) (OBJECT) (FUNCTION) (PROJECT)

Requested By: \_\_\_\_\_  
(SIGNATURE REQUIRED)

Date: \_\_\_\_\_

Approved By (Principal or Administrator): \_\_\_\_\_  
(SIGNATURE REQUIRED)

Authorized by Business Manager: \_\_\_\_\_  
(SIGNATURE REQUIRED)