

CLEVELAND SCHOOL DISTRICT
BUSINESS OFFICE
REQUEST FOR FUNDS

Complete this form for all items submitted for payment. Attach all supporting documentation, such as, invoices, letters, bulletins, receipts, list of officials, list of etc.

Payee Name _____

Payee Address _____

Employee Yes NO

Special Instructions for Check

Check One (X)

Mail to Payee

Return to Requestor

Explanation for Request: _____

| Quantity | Description | Amount | Fund | Function | Program | Object | Dept. |
|----------|-------------|--------|------|----------|---------|--------|-------|
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| | | | | | | | |
| Total | | | | | | | |

Requisition Submitted By: _____ Date: _____

Supervisor Approval: _____ Date: _____

Superintendent Approval: _____ Date: _____

Central Office Use Only

Approval: Yes _____ No _____

Amount Approved: _____

Reviewed By: _____

Date: _____