

**SAN DIEGUITO ACADEMY FOUNDATION – CHECK REQUEST FORM**

**PLEASE ATTACH DOCUMENTATION OF APPROVAL - Contract, Meeting Minutes**

<b>DATE:</b> _____
<b>REQUESTED BY:</b> _____ <b>HOLD FOR PICK-UP:</b> [    ]
<b>COUNCIL: MUSIC</b>
<b>SPECIAL INSTRUCTIONS:</b> _____

**CHECK AMOUNT:** \_\_\_\_\_

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**DESCRIPTION OF ITEM, EVENT OR SERVICE: (to ensure correct expense category)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Diana Kovacs, Tom Parham or Wendy Gerskoff)

**For SDAF Treasurer:**

<b>ISSUE DATE:</b> _____
<b>CHECK NUMBER:</b> _____