

**Avoyelles Parish School Board  
Request for Check**

Exhibit #8

The school secretary is required to submit this form, all supporting documentation and a check to the principal for approval and signature. Supporting documentation shall include the following: (1) Payroll Timesheet form, (2) Expense Account form, or (3) Itemized Invoices. If supporting documentation is unavailable, written justification is required. Payment can only be made after the check has been signed by the principal.

	Invoice number	Date of Invoice	Amount of Invoice	Name of Fund Where Invoice is to be Charged
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>Total Amount to be Paid</b>				

Name and Address  
Of Vendor to be Paid:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee  
Requesting Payment:

\_\_\_\_\_

Date of Request:

\_\_\_\_\_

Justification:(Required if documentation is not attached to this form):