

HEMPSTEAD INDEPENDENT SCHOOL DISTRICT CHECK REQUEST

Attention: Director of Business

Please issue a check in the amount of: \$ _____

To: _____

For: _____

Date Needed: _____

Hold or Mail (circle one)

Individual Requesting

Director of Business

Principal

Superintendent

NOTE: This request is only to be used as a last resort. You are to do everything possible to purchase from a vendor who will take purchase orders. Please have all requests in the office by the 1st of the month.