

QUANAH INDEPENDENT SCHOOL DISTRICT

PAYMENT AUTHORIZATION FORM

Date _____

Date Needed: _____

To: Business Office

Authorization requested to issue a check in the amount of \$ _____.

PAYABLE to _____, for the following:

(GIVE ALL DETAILS: time of departure, time returning, dates, location, reason, etc.)

Requested by: _____

\$ _____

Checks are “usually” printed on Thursday and can be picked up on Friday. Deadline to receive forms is 9:00 A.M. Thursday.

Superintendent of Schools

CODE _____ \$ _____

_____ \$ _____

_____ \$ _____