



WASHOE COUNTY SCHOOL DISTRICT Check Request Form

Form No. CR _____

INSTRUCTIONS: Use this form for transactions which do not require a Purchase Order or may not be paid with a District Purchasing Card, such as:

1. Conference/Seminar Registration (Requires approved leave request & registration form) (65802)
2. Lodging (Attach confirmation from vendor) (65800)
3. Dues, Fees, Permits (Attach invoice, statement or supporting documentation) (68100)
4. Consultant Fees (For a one-time payment of non-district personnel only. Attach a completed Independent Contractor Agreement Form and W-9) (63200)
5. Subscriptions (Non-library only - Attach completed subscription form) (66401)

FILL OUT THIS FORM COMPLETELY AND SUBMIT IT WITH THE SUPPORTING PAYMENT DOCUMENTATION TO:
Washoe County School District, Business Office, 425 East Ninth Street, Reno, NV 89512

PLEASE make any additional copies of registrations, etc. that are needed to accompany the check and submit with the Check Request.

IMPORTANT: It is IMPERATIVE that you PLAN AHEAD. The Business Office must strictly observe a schedule wherein requests **received by Thursday 12:00 p.m.** will have checks issued on the Friday of the following week. Requests received after this deadline will have checks issued the subsequent Friday. **A Travel/Expense Claim Form** may be used to request reimbursement for registration and lodging expenses paid by a personal check or credit card. This request will be processed only if funds are available.

Vendor Name: _____

Today's Date: _____

Vendor Address: _____

Date Check Needed: _____

Disposition of Check (Choose One):

School or Department: _____

Mail check to addressed

Payee to pick up

School or Department to pick up

Vendor Number: _____

District Mail to: _____

Other Mail to: _____

FUND	PRGM	FNC	OBJECT	RC	DEPT

AMOUNT

Check Amount _____

**DESCRIPTION OF PAYMENT:
MUST BE COMPLETE**

REQUESTED BY: _____

PHONE NUMBER: _____

APPROVED BY

SIGNATURE: _____

TYPE NAME: _____

DUE TO THE ADDED COSTS, IT IS THE POLICY OF THE BUSINESS OFFICE NOT TO PRODUCE MANUAL CHECKS. ALL REQUESTS FOR A MANUAL CHECK MUST BE HAND DELIVERED AND ACCOMPANIED BY DOCUMENTATION OF EXTENUATING CIRCUMSTANCES. ALTERNATE MEANS OF PAYMENT WILL BE RECOMMENDED. THE BUSINESS OFFICE HAS FINAL DETERMINATION OF WHEN A MANUAL CHECK IS REQUIRED.