

**WOODSIDE ELEMENTARY SCHOOL DISTRICT
3195 Woodside Road, Woodside, CA 94062**

CHECK REQUEST FORM

Check Payable to: _____

Mailing Address: _____

City, State, Zip Code: _____

Check Distribution: (please check one)

Mail check to address listed above

Send check to the person who prepared the request

Other: _____

Is there a deadline for receipt of this check? No Yes, this date is: _____

Check amount: \$ _____

Purpose of Request: _____

Requested by: _____ Date: _____

Approved by: _____ Date: _____

Account Coding: _____

