

# NATOMAS UNIFIED SCHOOL DISTRICT REQUEST FOR A REVOLVING FUND CHECK

General Revolving Fund-Vendor # 11376

**\*\*Furniture and Equipment cannot be purchased with a Revolving Fund check\*\***

Date: \_\_\_\_\_

Check made payable to: \_\_\_\_\_

In the amount of: \_\_\_\_\_

Person Requesting Check: \_\_\_\_\_

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Charge to (Check cannot be issued without this information):**

Fund XX	Resource XXXX	PY X	Object XXXX	Site XXX	Goal XXXX	Function XXXX	Bgt Resp XXX	Local 2 XXX	Amount \$
-	-	-	-	-	-	-	-	-	\$
-	-	-	-	-	-	-	-	-	\$
-	-	-	-	-	-	-	-	-	\$
-	-	-	-	-	-	-	-	-	\$
<b>TOTAL (MUST EQUAL AMOUNT ABOVE)</b>									\$

**Office Use Only**

<p><b>Budget Approval:</b></p> <p>Account line 1: _____</p> <p>Account line 2: _____</p> <p>Account line 3: _____</p>	<p><b>Check Information:</b></p> <p>Check # _____</p> <p>Amount \$ _____</p> <p>Date _____</p>
---	--

Reimburse from Accounts Payable

Reimburse from Payroll

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_