

# 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Check cannot be issued without a budget code. Please verify funds are available before submitting.

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>									\$

**Business 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>_____ Reimburse from Accounts Payable</p>	<p><b>Check Information:</b></p> <p>Check # _____</p> <p>Amount \$ _____</p> <p>Date _____</p> <p>_____ Reimburse from Payroll</p>
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Department Approval: \_\_\_\_\_ Date \_\_\_\_\_

Business Office Approval: \_\_\_\_\_ Date \_\_\_\_\_