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 _____ $ _____

_____ $ _____

_____ $ _____