



CHECK REQUEST FORM

DATE

DATE NEEDED

AMOUNT

ITEM(S) TO BE
PURCHASED

MAKE CHECK
PAYABLE TO

ADDRESS OF PAYEE

PROGRAM / CLASS
BUDGET ITEM

NOTES

APPROVAL:

FACULTY / STAFF

(Date)

DEPARTMENT CHAIR
/ FACULTY
COORDINATOR

(Date)

Please note: The Waldorf School is exempt from paying sales tax. Tax Exempt Forms are available in the office.