

REQUEST FOR PAYMENT/REIMBURSEMENT FORM

RANKIN SCHOOL DISTRICT #98
13716 S. 5TH ST.
Pekin, IL 61554
Tel (309)346-3182 Fax (309)346-7928

CHECK PAYABLE TO: _____

PURPOSE: _____

DATE: _____

ITEMIZATION FOR EXPENSES:
(DO NOT INCLUDE TAX)
ATTACH RECEIPTS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GRAND TOTAL PAYABLE: _____

STAFF'S SIGNATURE

PRINCIPAL'S SIGNATURE

SUPERINTENDENT'S SIGNATURE

BOOKKEEPER'S SIGNATURE

CHARGE TO ACCOUNT NUMBER: _____