



Wheaton North High School WINGS General Check Request or Expense Report

Requested by: _____ Date: _____

Committee or Account: _____

Date Check Is Needed: _____

Note: Use separate form for each Payee

Expenditure(s)	Vendor(s)	Amount(s)
1.		\$
-		
2.		\$
3.		\$
4.		\$
5.		\$
Total Check Amount:		\$

Documentation attached behind form:

- Receipt(s)
- Invoice(s)
- Other: _____

Make Check Payable to: _____

Address of Payee:

Number and Street _____

City, State, Zip _____

What to Do with Check:

- Mail to Payee
- School Mailbox – List name if different than Payee: _____
- Call when check is ready; Phone Number to Call: _____
- Other: _____