



## **INSTRUCTIONS**

1. Complete form with amount, source and code.
2. Obtain principal's signature.
3. Keep the bottom copy of the form for your records.
4. Forward the top three copies of the form to Fiscal Services with check(s).
5. Fiscal Services will keep the original and return the two copies to the originator.

## **INSTRUCTIONS**

1. Complete form with amount, source and code.
2. Obtain principal's signature.
3. Keep the bottom copy of the form for your records.
4. Forward the top three copies of the form to Fiscal Services with check(s).
5. Fiscal Services will keep the original and return the two copies to the originator.

