

St. Mary of the Immaculate Conception School  
1158 Bont Lane  
Walnut Creek, CA 94596

**CHECK REQUEST**

PAY TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

Mailing Address REQUIRED  
Please complete

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

ACCT #: \_\_\_\_\_  
(acctg use only)

CHECK NO: \_\_\_\_\_  
(Bank Acct # \_\_\_\_\_)

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

(Please attach receipts to the back)