Rocklin Academy - Western Sierra PSP General Check Request Form					
BELOW TO BE COMPLETED BY PURCHASER:					
REQUESTED BY:		DATE:			
PLEASE MAKE CHECK PAYABLE TO:		HOW I WOULD LIKE TO RECEIVE THE CHECK:			
ADDRESS:		Please mail to the address listed Please email for pickup at WSCA			
EMAIL ADDRESS:		PHONE:			
	General Description of Items to be Purchased	Intiative	Estimated Total		
		intiative	\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
		Estimated Total:	\$		

BELOW TO BE COMPLETED BY PSP OR PRINCIPAL - before purchase					
Pre-Approval					
To be filled out BEFORE purchase. (Please verify that funds are available before giving approval.)					
		\$			
PSP Approval/Date	Site Approval/Date	NOT TO EXCEED AMOUNT			
<u></u>					

BELOW TO	BE COM	PLETED BY	PSP AND	PRINCIPAL -	AFTER PL	IRCHASE
DELOW 10	DE COM			TRINCIPAL -	ALLENT	MCHASE

Please complete after purchase and submit to Business Office with original itemized receipts.				
PSP Treasurer				\$
	(Print name)	(Signature)	Date	Total Expenses
WSCA Principal				\$
	(Print name)	(Signature)	Date	Total Expenses

NOTE: Please tape original itemized receipts to 8 1/2" x 11" paper and attach to this claim.

PSP TO COMPLETE AFTER RECEIPTS SUBMITTED						
Initiative No.	Total Line Expense	al Line Expense Initiativ			Total Line Expense	
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		
	\$			\$		