



This form may be used to clear checks issued. If cash is returned a deposit must be made to the appropriate account and please follow the appropriate deposit procedures. If a refund is due to the check recipient, a check request must be completed and approved by the campus Principal and please follow the appropriate check request procedures. Check recipients are not encouraged to exceed the amount provided. Refunds are not guaranteed and require prior approval. It is understood that requests are only estimates and not always accurate.

| Check Clearance #1              |  | Attach Check Clearance #1 Receipts Here |
|---------------------------------|--|---|
| Check Number Issued:            |  |   |
| Check Issued To:                |  |   |
| Amount of Check:                |  |   |
| Less Total Amount of Receipts:  |  |   |
| Balance due to District:        |  |   |
| Or                              |  |   |
| Balance due to Check Recipient: |  |   |
| Account Code:                   |  |   |
|                                 |  |   |

| Check Clearance #2              |  | Attach Check Clearance #2 Receipts Here |
|---------------------------------|--|---|
| Check Number Issued:            |  |   |
| Check Issued To:                |  |   |
| Amount of Check:                |  |   |
| Less Total Amount of Receipts:  |  |   |
| Balance due to District:        |  |   |
| Or                              |  |   |
| Balance due to Check Recipient: |  |   |
| Account Code:                   |  |   |
|                                 |  |   |