



# MINNESOTA VALLEY EDUCATION DISTRICT

801 Davis Street, St. Peter, MN 56082 Office: 507-934-5420 Fax: 507-934-5893

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~ *Preparing Learners for Life* ~

## Check Request

Receipts need to be attached in order to be reimbursed. If you are requesting reimbursement for a meal, the receipt must be itemized. Check requests should generally be used for reimbursement of meals while at professional development events or reimbursement of national licensure. All other items should go through the requisition process or need to be pre-approved by an administrator. Check requests can be submitted to the business office for payment.

**Date:** \_\_\_\_\_

**Check Requested By:** \_\_\_\_\_

**Pay to the Order of:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount:** \_\_\_\_\_

**Expenditure Explanation:** \_\_\_\_\_

**Dates of Conference/Workshop:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_