



# Minnesota Internship Center Charter School

300 Industrial Boulevard

Minneapolis, MN 55413

## Request for Check, Reimbursement or P.O. Form

\_\_\_ Request to get a check in advance for a purchase (like a field trip)

\_\_\_ Request to purchase something (and receive reimbursement)

\_\_\_ Request to develop a Purchase Order (meaning the company will bill us)

**Requested by** \_\_\_\_\_  
(Staff Name)

**Pay to** \_\_\_\_\_  
(Who you will make the check request out to)

**Reason for request\***

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\*list specific items to be ordered on back

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Person requesting)

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: This is a PRE Spending Request. If this is approved, will need to make out a check request or a purchase order.*

