



**TALBOT COUNTY**  
*Public Schools*

...each student will learn, grow and succeed.

P.O. Box 1029  
Easton, MD 21601  
(410) 822-0330

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

CHECK REQUEST

ISSUE CHECK TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR NUMBER: \_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEND CHECK TO: \_\_\_\_\_ RETURN TO ME \_\_\_\_\_ MAIL DIRECTLY

ACCOUNT NUMBER: \_\_\_\_\_

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

AUTHORIZED BY: \_\_\_\_\_