



Celebrating Language Immersion

MAIN | Minnesota Advocates
for Immersion Network

Check Request Form

Requester Fills in This Section

Date of request: _____

Purpose: _____

Person requesting: _____

Make check payable to: _____

Amount of check \$ _____

Signature of requester: _____

Note: Please attach receipt(s) to this form. Pre-approval must be obtained on all purchases. Failure to obtain pre-approval may result in purchaser having to incur the expense(s). Signature of MAIN Senior Chair or Vice Chair is required for checks over \$200.00.

Send check request form with receipt to Heidi Bernal, MAIN Treasurer, Adams Spanish Immersion School, 615 S. Chatsworth St., St. Paul, MN 55102 or scan and email to heidi.bernal@spps.org.

Signature of MAIN Chair if over \$200.00: _____

For Treasurer's Use Only:

Date issued: _____

Check Number: _____

Comments: _____

Treasurer's Signature: _____