



FOUNDATION

FOR ORANGE COUNTY PUBLIC SCHOOLS

SCHOOL/DISTRICT FUND
CHECK REQUEST

DELIVERY Instructions

Mail to Payee	Hold for Pick-Up	OCPS Courier
Email	_____	
Other	when ready for pickup _____	

Note: Checks are released weekly on Thursdays. Some exceptions may apply.
To ensure timely payments, **requests must be submitted by 4 PM on Monday to be processed on Wednesday.** An invoice or receipt(s) **MUST** be attached to the request.

Return form to focpschecks@ocps.net

For any questions, contact the Foundation office at (407) 317 – 3261 or email focpschecks@ocps.net.

FUND Information

Fund Name _____

Request Information

Amount: _____

Payable to: _____

Address: _____

SSN: _____
*Last 4 numbers of Social Security
Required for Stipends*

Purpose: _____

Requested by:

_____ Signature of Approved Fund Signer	_____ Signature of Principal
_____ Printed Name of Signer	_____ Printed Name of Principal

*Athletic equipment purchases require principal or athletic director approval.

Date

For FOCPS Internal Office to Complete

Budget Line Item:
NOTE: Select from the drop-down list on the right.

If line item not listed, please provide details of items purchased below:

APPROVAL Information

Approved by: _____ Date: _____
Deborah L. Pedraza, Executive Director