



FOUNDATION

FOR ORANGE COUNTY PUBLIC SCHOOLS

Investing in Success

SCHOOL/DISTRICT FUND CHECK
REQUEST

DELIVERY Instructions

- Mail to Payee
- Hold for pick-up
- Email
- Other _____
when ready for pickup
- OCPS Courier

Note: Checks are released weekly on Friday. Some exceptions may apply. During the summer months checks are released on Thursday. 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.

FUND Information

Fund Name _____

Request Information

Amount: _____

Payable to: _____

Address: _____

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

Purpose: _____

Requested by: _____

Date: _____

Signature of Approved Fund Signer _____

Printed Name of Signer _____

Signature of Principal _____

Printed Name of Principal _____

*Athletic equipment purchases require principal or athletic director approval.

APPROVAL Information

Approved by: _____

Date: _____

Deborah L. Pedraza, Executive Director