

Date \_\_\_\_\_

I, \_\_\_\_\_, would like to request that  
(Student/Family/Staff/School account name, not parent/staff name)

\$ \_\_\_\_\_ to be transferred from my Scrip account.

Reason for request \_\_\_\_\_  
(Please be specific and list each individually on this slip, if more than one reason for request.)

Check is to be made out to: \_\_\_\_\_  
(Usually they are made out to Oakfield Schools, but not always.)

Is there a date the money is needed by: \_\_\_\_\_

Transfers can be done at any time but it could take 1 to 2 weeks to process.

Return request slips to Sarah Laning via Oakfield Elementary School.