

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.