



# Control Sheet—Check Issuance

Department of Financial Services  
**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
 Rockville, Maryland 20850

**MCPS Form 280-27**  
**September 2008**

I hereby certify that on \_\_\_\_/\_\_\_\_/\_\_\_\_ I have authorized \_\_\_\_\_ checks dated \_\_\_\_\_ totalling \$ \_\_\_\_\_ to be drawn on the \_\_\_\_\_ account. I further certify that to the best of my knowledge these checks are being issued in payment of obligations incurred by the Board of Education of Montgomery County, Maryland.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature* \_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

I hereby certify that on \_\_\_\_/\_\_\_\_/\_\_\_\_ I have written checks on the \_\_\_\_\_ account and these checks total \$ \_\_\_\_\_.

The check numbers are as follows:

Last Number Used . . . . .	=	_____		<u>Void check numbers below</u>
Less First Number Used . . . . .	-	_____		_____
Difference . . . . .	=	_____		_____
Plus 1 . . . . .	+	_____	1	_____
Total Checks Written . . . . .	=	_____		_____
Less Total Number Void . . . . .	-	_____		_____
Total Used . . . . .	=	_____		_____

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature* \_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

I hereby certify that on \_\_\_\_/\_\_\_\_/\_\_\_\_ I have signed \_\_\_\_\_ checks on the \_\_\_\_\_ account.

Signed on Check Signer

Ending Meter Reading . . . . .	=	_____		<u>Void check numbers below</u>
Less Beginning Meter Reading . . . . .	-	_____		_____
Total Signed . . . . .	=	_____		_____
Plus Total Non-signable . . . . .	+	_____		_____
Total Checks Accountable . . . . .	=	_____		_____

Signed on Burster.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature* \_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

Sighted two sets of keys and signature plates in safe.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Signature* \_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Date*

