



North East Independent School District

8961 TESORO DR., SUITE 201 – SAN ANTONIO, TEXAS 78217

THIS FORM IS FILLABLE.

TO: NEISD Accounting Manager

DATE: _____

RE: Unclaimed Property

I have noted that an unclaimed property item listed on your internet site belongs to me.

Payee: _____

Check Amount: _____

Check Date: _____

Type of Check: ☐ Activity Fund ☐ Accounts Payable ☐ Payroll

Attached are copies of my identification:

☐ Driver's License ☐ Military ID ☐ State Issued Identification

☐ Other _____

EMPLOYEES: Please provide your six digit employee number. _____

I have listed my current address below.

Name: _____

Street Address: _____

City, State, Zip _____

Phone: _____

I have provided copies or narrative of any other pertinent information, if applicable.

I have not received the check identified above. Please issue a replacement check at no cost.

(Signature)

(Date)

or

I received this check identified above, but never cashed it. Please issue a replacement check at a cost of \$20. I understand my replacement check will be reduced by this fee.

(Signature)

(Date)