

Check Request

St. Pius X Home & School

PAYABLE TO:	NAME:			DATE: 11/07/11
	ADDRESS:			
	CITY:	ST:	ZIP:	
AMOUNT REQUESTED: \$		CHARGE ACCOUNT: <i>(completed by H & S Treasurer)</i>		
REQUESTED BY: <i>(if other than who payable to)</i>				
H & S COMMITTEE REIMBURSEMENT/EXPENSE RELATED TO <i>(if applicable)</i> :				
H & S COMMITTEE CHAIRPERSON APPROVAL <i>(if applicable)</i> :				
DESCRIPTION/EXPLANATION FOR AMOUNT REQUESTED:				

Select Method to Receive Check:	
* (1) MAIL/GIVE DIRECTLY TO PAYEE	_____
	Signature of Individual Submitting Request
* (2) MAIL WITH ATTACHMENT TO PAYEE	
(3) DELIVER TO CHILD'S TEACHER:	
Teacher's Name: _____	
Child's Name: _____	_____
(4) DELIVER TO H&S BOX IN MAIN OFFICE	H & S Treasurer - Christina Houghton
	<i>(must be signed by Christina Houghton in order to be paid)</i>
* <i>Parent/Teacher reimbursements cannot select this option.</i>	

- 1) Complete Check Request Form (above). Amount Requested is total amount due.
- 2) Attach Receipts supporting request for reimbursement.
- 3) If reimbursement pertains to committee (i.e., Fall Festival, etc.), must have committee chair's approval.
- 4) Place in H & S box in main office to attention of H & S Treasurer.