

# Christ King Home and School Association

## Check Request Form

This form is used to process requests for reimbursing volunteers and directing payment to a vendor. Please attach all receipts and forward to "Home & School Treasurer" via the School Office. The information collected on this form allows Home & School to properly account for funds used throughout the school year. Please provide as much information as you are able.

Today's Date \_\_\_\_\_

Payable to \_\_\_\_\_

Event \_\_\_\_\_

Committee \_\_\_\_\_

Description	Amount
_____	_____
_____	_____
_____	_____
Total	_____

Requested by \_\_\_\_\_

Approved by \_\_\_\_\_

*Approvals may come from committee chair/event chair/designated H&S officers*

Please indicate how you would like the check delivered by checking the appropriate box below.

- Pick up at School Office
- Child's backpack  
*Child's name* \_\_\_\_\_ *Classroom* \_\_\_\_\_
- U.S. Mail  
*Please include a self-addressed, stamped envelope*
- Pay Vendor directly, as indicated on attached invoice

**FOR TREASURER'S USE ONLY**

DATE \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

CATEGORY \_\_\_\_\_

BUDGET

POSTED