

Christ King Home and School Association

Monday Lunches Check Request Form

Use this form to record all expense information for the lunch, even if amounts were already called in. It will help track all of the money involved. Please provide as much information as you are able. Please return to Treasurer via the School Office.

Today's Date _____

Lunch Date _____

Lunch Type _____

Make Check Payable to:	Description	In the Amount of:	Indicate date check is needed or whether check was already issued
Total			

Requested by _____

Approved by _____

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

FOR TREASURER'S USE ONLY

DATE _____

CHECK NUMBER _____

CATEGORY _____

BUDGET

POSTED