

**ST. MARY'S HOME AND SCHOOL ASSOCIATION  
CHECK REQUEST FORM**

**PLEASE SUBMIT ALL REQUESTS TO THE SCHOOL OFFICE, AND  
ALLOW THREE (3) WEEKS FOR PROCESSING.**

Date of this request: \_\_\_\_\_

Check to be Payable to: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Purpose: \_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Date Check is Required: \_\_\_\_\_

Request submitted by: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Mail Check to Name/Address above \_\_\_\_\_ OR \_\_\_\_\_ Hand Deliver Check to: \_\_\_\_\_

**PLEASE ATTACH ALL BACK-UP DOCUMENTATION (paid receipts, order forms/price lists, etc.)**

"Class/Program" is the category of expenses, i.e., Class Funds, Cultural Arts, Hot Lunch, Yearbook, Fundraising, or, if expenses are not specific, please mark use General Activity, and include a brief description to identify the activity.

"Activity" includes class parties, field trips, events (fundraisers, cultural events, etc. Please limit the description

**EXAMPLES:**

*5<sup>th</sup> Grade – Smithsonian Metro Fares for XX date – no receipt \$6.60 for 27 students and 5 chaperones – Total Amount \$211.20*

*Kindergarten - Christmas Party Supplies – Receipts attached: Party City \$18.95, Giant \$12.40 – Total Amount \$31.35*

*Fundraising – Gift Wrap Company, Inc. – Grand total of order, sheet attached - \$18,592.00*

<b>CLASS OR PROGRAM</b>	<b>ACTIVITY</b>	<b>NOTES</b>	<b>AMOUNT</b>

**TOTAL REQUESTED \$ \_\_\_\_\_**

**PLEASE NOTE: Payments to individuals may not exceed \$250.00**