



Guadalupe Home & School Club
Guadalupe Elementary School
 6044 Vera Cruz Dr. San Jose, CA 95120
 408-268-1030



Check Request Form

Instructions:

1. Use this form for all *pre-approved* reimbursements including items in the annual budget or items approved at a regular GHSC meeting.
2. This request will not be processed without original receipts to support the expenditure.
3. If you require payment to a vendor, please include the invoice.
4. Return this form and supporting original receipts or invoices to the Treasurer's mailbox in the office.
5. Please allow 2 weeks for your request to be processed.
6. If your request is urgent, please submit the completed form and notify the Treasurer at treasurer.ghsc@gmail.com.
7. Deadlines –
 Receipts dated **7/1/16 – 1/31/17** must be submitted by **February 28, 2017**. After 2/28/17, those receipts will not be reimbursed.
 Receipts dated **2/1/17 – 6/9/17** must be submitted by **June 12, 2017**. After 6/12/17, those receipts will not be reimbursed.

Requested By _____ Teacher _____

Phone _____ Email _____

Date Requested _____

Program/Fundraiser/Event Name _____

(Please note: A separate check request must be submitted for each Budget/Account #)

Reason for check _____

Check payable to _____

Amount requested \$ _____

1st Signature - Requestor _____

2nd Signature - Chairperson/Approver _____

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FOR TREASURER'S USE ONLY:

Date received: _____

Date paid: _____

Check #: _____

Check amount: _____

Account #: _____

Treasurer's initials: _____