



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



## GHSC Check Request Form Instructions

**Use the check request form for reimbursement of purchases for Guadalupe Home & School Club-funded expenses.**

1. Blank Check Requests are located in the GHSC Treasurer's mailbox located in the office where the teacher's mailboxes are located (bottom right area). The forms are also available online from the [GHSC.net](http://GHSC.net) website under the [Docs & Info](#) tab, [Forms & Flyers](#) section.
2. Use the form for all *pre-approved* reimbursements including items like classroom party supplies and purchases for events like walk-a-thon or after school movies. Purchased items should be discussed with an event chair or teacher and should be for items that are in the annual budget or items approved at a regular GHSC meeting.
3. Staple the original receipts to the back of the form. If a receipt has other items besides the expenses being requested for reimbursement, please circle the applicable line items to indicate which items you purchased for a GHSC-supported expense.
4. Make sure that you fill out the form completely, including your name and contact info, the name of the program or programs (like *Wilson Halloween Party* or *Harvest Festival*, for example).
5. Always sign the form yourself as the 1<sup>st</sup> signature Requestor, and then get a second approval signature as follows:
  - a. Event or Program expense - *the event chair or lead*
  - b. Classroom party/celebration expense - *your teacher*
  - c. Teacher requesting reimbursement for any classroom, grade level, or field trip expenses- *the principal*
6. If the payment is directly to a vendor, please include the invoice for the vendor in addition to obtaining all the appropriate signatures and completing all information on the form.
7. Return the completed Check Request Form with the original receipts or invoices to the GHSC Treasurer's mailbox located in the Guadalupe office where the teacher's mailboxes are located (bottom right area).
8. Please allow 2 weeks for your request to be processed.
9. If your request is urgent, please submit the completed form and notify the Treasurer at [treasurer.ghsc@gmail.com](mailto:treasurer.ghsc@gmail.com).
10. If you have any questions about the form or appropriate expenses, please send email to the [treasurer.ghsc@gmail.com](mailto:treasurer.ghsc@gmail.com) account. You may also contact the treasurer directly by looking up the current GHSC Treasurer on the GHSC website.
11. 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.

**SAMPLE COMPLETED CHECK REQUEST FOR A CLASS PARTY**



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**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](mailto: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** Jane Doe **Teacher** Victorine

**Phone** 408-555-1234 **Email** janedoe@mail.com

**Date Requested** 11/5/16

**Program/Fundraiser/Event Name** Victorine Halloween Party  
(Please note: A separate check request must be submitted for each Budget/Account #)

**Reason for check** purchase of paper goods, crafts & food for Victorine Halloween party

**Check payable to** Jane Doe

**Amount requested** \$48.78

**1<sup>st</sup> Signature - Requestor** Jane Doe

**2<sup>nd</sup> Signature - Chairperson/Approver** Sharon Victorine

**FOR TREASURER’S USE ONLY:**

**Date received:** \_\_\_\_\_

**Date paid:** \_\_\_\_\_

**Check #:** \_\_\_\_\_

**Check amount:** \_\_\_\_\_

**Account #:** \_\_\_\_\_