

ABC's
Check Request Form
St. Vincent's Elementary School

- All check requests should be given to Pam Saisi, Treasurer of ABC. These can be sent to Pam via school mail (c/o Nick, 7th Grade-Mr. Rolle).
- **Please allow a minimum of 7 days to process your check request.**
- **All expense reimbursements must be submitted within 10 days of incurring the expense!**

Date: _____

Name of person requesting check: _____

Telephone number of person requesting check: _____

Amount of check request: _____

Check payable to: _____

Reason for check request (event name): _____

(Please attach receipts and/or invoices for this check request. Checks cannot be processed without these.)

Expense distribution:

Copy costs: _____ Office supplies: _____

Printing costs: _____ Decorations: _____

Food costs: _____ Spirit Store: _____

Gifts: _____ Miscellaneous: _____

Check should be returned to (individual requesting check, or mailing address):

Via School Mail, Attention _____

Approved: _____
PAM SAISI, Treasurer

Date: _____