



HOME & SCHOOL CLUB
R. J. FISHER MIDDLE SCHOOL

Check Request Form

If the check request is urgent please contact the treasurer for the soonest available date.

Requester Information:

Name: _____ H&SC Committee/Position: _____
Phone: _____ Date of Request: _____
Email: _____

Make Check Payable To:

Name: _____ Company: _____
Phone: _____ Address: _____
Email: _____

Check Information:

Requested Amount: \$ _____
Description of Expense: _____

Committee Chair Approval: _____

Additional Information:

Receipts Attached: _____

Preferred Delivery Method: Office Pick Up Mail

For Reimbursement:

- 1) Email the completed form as a pdf, along with a jpeg/pdf of receipts, to: treasurer@fisherhsc.com, **OR**
- 2) Leave in the Treasurer box in the R.J. Fisher Middle School office **and** email the treasurer

Please note that all requests for reimbursements are due no later than one month after the event has occurred.

----- **Below is for use by the Treasurer** -----

President/Co-Treasurer Approval: _____ Check #: _____