



## Check Request Form

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

### Requester Information:

Name:  
Phone:  
Email:

H&SC Committee/Position:  
Date of Request:

### Make Check Payable To:

Name:  
Phone:  
Email:

Company:  
Address:

### Check Information:

Requested Amount: \$  
Description of Expense:

### 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.org](mailto:treasurer@fisherhsc.org), **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 #: \_\_\_\_\_