



Check Request Form

For Reimbursement:

1. Email the completed form as a pdf, along with a jpeg/pdf of receipts, to: **treasurer@fisherhsc.com**, OR Leave in the Treasurer box in the R.J. Fisher Middle School office **and** email the treasurer.
2. Please note that all requests for reimbursement are due no later than one month after the event has occurred.
3. If check request is urgent, please contact treasurer directly for soonest available date.

Requester Information:

Name:	
Email:	
Phone Number:	

H&SC Committee/Position:	
Date of Request:	

Make Check Payable To:

Name:	
Email:	
Phone Number:	

Company:	
Address:	

Check Information:

Requested Amount:	\$
Description of Expense:	

Additional Information:

Requestor is RJF Staff
(If checked request requires

Preferred Delivery Method: Mail Office Pick Up

Receipts Attached:

Principal signature):

RJF Principal Signature: _____

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

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