

HOME & SCHOOL

Elmwood Elementary School

CHECK REQUEST

Date: / / _____

Make check payable to: _____

_____ Mail to address on _____ Mail to address _____ Put in Committee/
Attached invoice listed below Teacher/Staff mailbox

Address: _____

Amount: _____ Date needed: _____

Check requested by (signature): _____

Phone number: _____

Briefly describe the purpose of this check: _____

Please attach invoice(s) or receipt(s) to this form. A check cannot be issued without proper documentation. Please use our Tax ID number when making purchases, because we are tax-exempt sales tax will NOT be reimbursed.

Check the appropriate fund:

	Adult Social		School Store
	Book Fair		School Supplies
	Box Tops		Science Fair
	Clubs		SFCP/Community Service
	Field Day		Special Purchases
	Field Trips (Grade _____)		Spirit Bash
	Fun Run		SpiritWear
	Gifts		Staff Appreciation – General
	Manna		Staff Appreciation – Retirement
	MicroFundraisers (DineOuts, etc)		Student Recognition
	Programs and Assemblies		Teacher Allowances
	Printing		Yearbook
	Room Parent Fund (Class _____)		Other (Please specify)

Questions? Contact Charlotte or Brian Respeliers, elmwoodhandstreas@gmail.com

(Treasurer use only Check# _____ Date _____)