

Check Request Form

Date of Request:

Person Submitting Request (Chairperson):

Title:

Phone Number:

Reason for Request (see category list on following pages):

List Specific Event/Item (see events listed under category):

If "Other" Please Explain

Fiscal Year Expense Pertains to (Last Year, Current Year, Next Year):

Make Check Payable to :

Amount:

Remit Check to (requester, payee, other):

Note: Please make sure all applicable backup and documentation is attached.

Print fill out and return this page only to the treasurer with your attached backup and documentation.

Treasurer Use Only
Check Number:
Date:
Entered in Quicken

Check Request Categories for use in above form.

Fund Raising Expenses

Apple Fund Raiser
Book Fair
Fall Fund Raiser
Mum Sales
Shopper
Steak Fry
Other Expenses for Fund Raising

Cultural/Learning Initiative Expenses

Accelerated Reader
Assemblies
Challenger Field Trip
Field Days
Intersession Activities - Fall
Intersession Activities - Winter
Intersession Activities - Spring
ISAT Snacks
Odyssey of the Mind
Supply Kits
Teacher Allocation (identify teacher)
Building Wide Allocations
Grade Level Allocations (identify grade level)
Miscellaneous Allocations
Other Expenses for Cultural/Learning Initiatives

Historical & Documentary Expenses

Bricks
Directory
Historian/Scrapbooking
Magnets
Yearbooks
Other Historic/Documentary Expenses

Administrative Expenses

Accounting & Legal
Operational
Website
Scholarship & Need
Petty Cash/Cash Box
Other Administrative Expenses

Philanthropic Expenses

5th Grade Dinner
Alumni Reunion
Camel Library
Dolphin Adoption
McHenry Education Foundation
Key Club
Spirit Days
Staff Appreciation
Other Philanthropic Expenses

Physical Assets & Improvement Expenses

Beautification

Equipment

Mural

Playground

Other Expense related to Physical Assets

Social Event Expenses

BooHoo Yahoo Breakfast

Candlelight Bowl

Donuts w/ Dad/Muffins w/
Mom

Golf Outing

Harvest Fest

Ice Cream Social

Perennial Swap

Pool Party

Family Dinners

Santa's Workshop

Spiritwear

Winter Fest

Other Social Event Expenses