

<----- Tape or staple receipts to a sheet(s) of paper and attach here

Invoices or receipts must be attached to this form in order to be reimbursed. Please attach loose receipts to an 8.5 x 11" sheet of paper and then staple the sheets of paper to this check request form as noted above.

**GENERAL FUND**  
**Blossom Hill Home and School Club**  
**2010-2011 Musical/Play Check Request**

**Note: Please allow for a minimum of 5 working days for reimbursement.**

Pay to : \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

Category:

Sets   
Props   
Equipment   
Costumes

Equipment   
Teacher Dinner   
Video Costs   
Miscellaneous

**Note :** Please attach 2 copies of invoices if payment is to be mailed directly to vendor

Pls Return Check School folder  
Home Address \*  
Vendor


\* Include self-addressed stamped envelope.

\$ Amount: \_\_\_\_\_

Requested By: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Committee Chairperson

Authorized By: \_\_\_\_\_

Home and School Club President

**NOTE: For committee reimbursement, please have the Committee Chairperson authorize. All requests must be authorized by committee chair, HSC officer or principal before check is issued.**

*This section to be completed by Treasurer.*

Check No.: \_\_\_\_\_

Check Date: \_\_\_\_\_

Quickbooks

Budget line: \_\_\_\_\_

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