Please note that this voucher may be printed or filled out electronically.

- Begin by clicking your cursor in the **Payable to:** field.
- Use the **TAB key** to move from field to field.
- Click the SAVE **button** at the bottom of this form to save the file. **OR**
- Click the EMAIL button to forward this file as an email attachment to: hsctreasurer@hotmail.com

Valencia Home and School Club
Check Request Form

Payable to: _____ Date of Request: _____

Name to put on the check. Date this request is submitted to H&SC.

Check amount _____

Please enter the TOTAL reimbursement.

If check is to be mailed, please provide your mailing address:

Address: _____

City, State Zip: _____

If picking up check at school, please provide a way to notify you when check will be available:

Person to Contact _____

Phone Number _____

Email address (if any) _____

List of Receipts Attached	Purpose of Payment	Amount

Please enter each individual receipt in this column. **Staple original receipts to this voucher**. For example: Deluxe Groceries

Describe the activity, purpose, and/or account for the reimbursement. For example: Reimbursement for Back to School Dinner Supplies

Receipt total.

Approved by: _____ _____

President Secretary

0.00

SAVE

Click this button to **Save** this file to your hard drive. You can then print the file and deliver it to the H&SC cubby or click the email button to send this form by email.

EMAIL

Click this button to **Send** this file to hsctreasurer@hotmail.com using your email program..