**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Enter the date you’re submitting the request. Requests are preferred to be submitted within 30 days of purchase.

Enter the name, address and phone number of the person **or company** to whom the check should be made payable.

**Payee Information**

 **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Check **one** of the boxes below so the office knows what to do with the check. If nothing is selected, it will be mailed.

**Check Handling**  Mail  Pickup in Parish Office  Pickup at School

Check **one** of the boxes below so the office knows from which account the check should be drawn and indicate the name of the person requesting the check.

**Department Information**

1. **Select Department  Parish  Boosters  PTO**

**PTO Project / Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Check Requested By**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the table below, (1) **list each receipt separately** and (2) **summarize** the items on the receipt(s) or invoice(s). (There’s no need to detail each line item on the receipt. See example below.) Original receipts/order forms **must be provided** for reimbursement.

**Order Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Store/Vendor** | **Purpose of Purchase** | **Receipt Amount** | **Receipt Amount LESS TAX** |
| Staples | 5 Frames to post room occupancy limits ($8.99/ea) (provided tax exempt ID at point of sale) | $44.95 | $44.95 |
| Menards | Hardware to hang frames | $10.77 | $10.00 |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total: $\_\_54.95\_**