



ALTA VISTA HOME AND SCHOOL CLUB

CHECK REQUEST FORM

***ONLY ORIGINAL RECEIPTS (dated between July 1-June 30) WILL BE ACCEPTED. ONLY EXPENSES INCURRED IN THE CURRENT SCHOOL YEAR WILL BE REIMBURSED.**

****Check requests will be processed within 10 days of receipt of request. Incomplete forms will be subject to processing delays.**

Check Requested by: _____ Dollar Amount of Request: _____ Date Payment Needed: _____ Requestor email: _____ Requestor Signature: _____ Description of item to be reimbursed: _____ Committee Treasurer Approval: _____ <small>(Auction, Drama, Walk a Thon, Fantasy Faire):</small> HSC Treasurer Approval: _____	Date of Request: _____ Check Payable to: _____ Check Payable Address: _____ This is a new address: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Date: _____
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Expense to be Reimbursed	Amount
Grade Level Expenses:	
GRADE: K 1 2 3 4 5	
Amazon Associates	
AV Cougar wear/Spirit wear	
Art Vistas	
Birthday Books	
Community Events	
Crossing Guards	
Directory/Membership	
Drama Club	
Father's Workshop	
Fifth Grade Science Camp	
Garden/Life Lab	
Grants/Covid-19 Expenses	
HSC Admin & Office Supplies	
HSC Annual Fees (Quickbooks, Survey Monkey, etc.)	
HSC Hospitality/volunteer Recognition	
HSC Liability Insurance/Tax Prep	
Library/Media Center	
Parent Education	
Principal/Secretary Fund	
Project Cornerstone	
Spring Auction	
S.T.E.A.M (Technology, software, etc.)	
Teacher's Lounge Water	
Variety Show	
Yearbook	

Expense to be Reimbursed	Amount
Teacher's Fund Teacher Name:	
Room Parent Funds Teacher Name:	
OTHER Expense Account:	
Please List Receipts below:	
Name of Store/Date of purchase	Amount
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	

PLEASE EMAIL ANY QUESTIONS TO: avhstreasurer@gmail.com