



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: _____	Date of Request: _____
Dollar Amount of Request: _____	Check Payable to: _____
Date Payment Needed: _____	Check Payable Address: _____
Requestor Contact Phone: _____	_____
Requestor email: _____	_____
Requestor Signature: _____	Circle one: Pickup Check Mail Check
Description of item to be reimbursed: _____	
Committee Treasurer Approval: <small>(Auction, Drama, Walk a Thon, Fantasy Faire):</small> _____	
Treasurer Approval: _____	Date: _____

Expense to be Reimbursed	Amount
Consolidated Classroom Pledge (Circle Grade to be expensed)	
GRADE: K 1 2 3 4 5	
Amazon Associates	
AV Cougar wear/Spirit wear	
Art Vistas	
Assemblies	
Author Visits	
Back to School Movie Night	
Birthday Books	
Box Tops	
Buses (HSC covers 50%)	
Clay	
Crossing Guards	
Dining out for \$	
Directory/Membership	
Drama Club	
eScript	
Fantasy Faire	
Father's Workshop	
Fifth Grade Science Camp	
Garden/Life Lab	
Glee Club/Primary Sing	
Grants	
HSC Admin & Office Supplies	
HSC Liability Insurance/Tax Prep	
Hospitality	
Library	

Expense to be Reimbursed	Amount
Teacher's Fund Teacher Name: _____	
Mileage Club	
Multi-Cultural Night *Country _____	
Olympic Day	
Organized Student Activities	
PE *SPARK	
*Rhythms & Moves	
*Recess 101	
Principal/Secretary Fund	
Project Cornerstone	
Room Parent Coordinator	
Science Night	
Spring Auction	
Student Recognition Lunches	
Student Volunteer Outing	
Student Web Based Programs	
Teacher's Lounge Water	
Technology	
Variety Show	
Volunteer/Staff Recognition	
Walk a Thon	
Yearbook	
OTHER Expense Account:	

PLEASE EMAIL ANY QUESTIONS TO: avhstreasurer@gmail.com