



# HOLY FAMILY SCHOOL

Request with receipts must be submitted within 60 days of event or before June 30th of current school year.  
After completion, please submit to the school office for processing.  
No reimbursements will be made for expenses that are over budget.

## 1. REASON FOR REQUEST (CHECK ONE)

☐ Check Request

☐ Reimbursement Request

## 2. BUDGET LINE ITEM (CHECK ONE)

☐ Hospitality

☐ Hot Lunch

☐ Jog A Thon

☐ Legacy of Learning

☐ Linens

☐ President

☐ President Elect

☐ School Picnic

☐ Scrip

☐ Secretary

☐ Shoe Box Science

☐ Other

☐ Special Friends Day

☐ Spirituality - Retreat

☐ Sports

☐ Teacher Appreciation

☐ Trading Post

☐ VP Fundraising

☐ VP School Affairs

☐ VP School Communications

☐ VP Spirituality

☐ Welcome Committee

☐ Yearbook

## 3. DETAILS (ALL FIELDS MUST BE FILLED OUT):

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

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

Contact Number for Requestor: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Pick Up at School ☐

Send Home w/Student ☐

Mail Home ☐

(Student name or Home address: \_\_\_\_\_)

## 4. DESCRIPTION OF EXPENSE / CHECK REQUEST (OPTIONAL)

\_\_\_\_\_  
\_\_\_\_\_

THIS SECTION FILLED OUT BY PARENT GUILD TREASURER:

PG Treasurer Approval Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

Check #: \_\_\_\_\_

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

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