

**CHECK REQUEST  
HOLY CROSS SCHOOL  
H&SA**

**Instructions:**

- 1. Supporting documents (receipts) must accompany the check request.**
- 2. The H&SA president must review and approve the request.**
- 3. The check request is submitted to the treasurer and a check will be issued.**
- 4. The treasurer will submit the check request and check to the Rectory for signature.**

Issue check payable to:

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Explanation:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fundraiser:** \_\_\_\_\_

\_\_\_\_\_

( ) **Return check to:** \_\_\_\_\_

( ) **Mail check to:** \_\_\_\_\_

( ) Payee

( ) Other

\_\_\_\_\_

**Requested by :** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chairperson

**Approved by :** \_\_\_\_\_ **Check #:** \_\_\_\_\_

President

**Check issued by:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

Treasurer