



SAINT ANN SCHOOL
— putting faith in education —

Check Request

HOME & SCHOOL ASSOCIATION

Your Name:		Phone:	
Project/Budget Category:			
Date Submitted:	Date Needed:	Date Mailed:	
Reason for Check:			
<input type="checkbox"/> Included in budget		OR	<input type="checkbox"/> Approved at Meeting (Date: _____)
Check Payable to:		Amount:	
Address of Payee:			

If there is a bill that needs to be paid, attach the bill to this form and the Treasurer will mail it.

Approved by:	Date:
Approved by:	Date:

For Treasurer's Use Only: Category _____ Check # _____ Date _____ Logged _____