

HPA CHECK REQUEST

2010-2011

PAYABLE TO: _____ CHECK AMOUNT \$ _____

MAIL TO: _____

DATE: _____

BUDGET SECTION _____

REQUESTED BY: _____

BUDGET EXPENSE

Administrative \$ _____

Catering/Food \$ _____

Equip/Rentals \$ _____

Gifts \$ _____

Newsletter \$ _____

Printing \$ _____

School Supplies \$ _____

Uniform/Costume \$ _____

Auction Projects \$ _____

Decorations \$ _____

Field Trips \$ _____

Newsletter \$ _____

Postage \$ _____

Prizes \$ _____

Other Supplies \$ _____

Your Signature

Board or Committee Chairperson (if needed)

****Please attach all supporting documents or receipts.****

Check # _____ Date _____ Processed by _____