

HPA CHECK REQUEST 2021-2022

PAYABLE TO: _____ REQUEST TOTAL \$ _____
 (VENDOR or REQUESTOR)

REQUEST DATE: _____

REIMBURSEMENT DELIVERY INSTRUCTIONS (check one)

Electronic deposit directly into my account (fastest; requires one-time user name, password & verification with Chase "QuickPay"). Only for HPA Board members. Provide email for first deposit each school year: _____

Check mailed by Chase to your home or to Vendor (second fastest, usually within a week)

DEFAULT OPTION

*Please ensure Vendor address is on invoice attached or provide on lines below.

Hand-written check (slowest, delivery at mutually convenient time/location)

Please provide instructions; otherwise, check will be mailed to your home.

For urgent needs, please text/call treasurer, Natalie Knotts, at 214-498-8758.

HPA BUDGET: _____ (e.g., Teacher App., Auction, Field Day, AR Store)

Sales Tax Paid to Vendor: Yes No (circle one) _____

EXPENSE TYPE (For Board member accounting only. If it is helpful to you to categorize your expenses, then note here and the Treasurer will include in Memo of your Budget Reports)			
Administrative	\$ _____	Auction Projects	\$ _____
Catering/Food	\$ _____	Decorations	\$ _____
Equip/Facilities/Rentals	\$ _____	Field Trips	\$ _____
Gifts	\$ _____	Postage	\$ _____
Prizes	\$ _____	School Supplies	\$ _____
Other Supplies	\$ _____	Printing	\$ _____
		TOTAL	\$ _____

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

 REQUESTOR Signature (if non-HPA Board Member)

 BOARD Member Signature (REQUIRED)*

* Requests greater than \$750 require a Board member approver other than the requestor. All others may be approved by the requesting Board member.

Treasurer Use Only: Date _____ Payment Type (circle one): Check or Elec Transfer

Check # _____ or Transaction # _____ Processed by _____