

# Leigh High Home and School Club Check Request Form

**Instructions:**

1. Only original receipts (dated between July 1 – June 30) will be accepted and should be attached to the check request from.
2. If you require payment to a vendor, please attach an original invoice. If the vendor provides a service and the invoice amount is greater than \$600, a W-9 must also be submitted before payment is made.
3. Check requests will be processed within 10 days of receipt of request.
4. If your request is urgent, please contact the LHS HSC Treasurers at [treasurer@leighsc.org](mailto:treasurer@leighsc.org).

Submitted By: \_\_\_\_\_

Phone/ Email: \_\_\_\_\_

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

Choose one:

- Personal Reimbursement  
 Direct Payment to Vendor

Name and address of payee:

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

Choose one:

- Mail check to vendor  
 Return check to requestor

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

Expense to be Reimbursed	Amount	Expense to be Reimbursed	Amount
Administrative		Hospitality	
Advertising		Insurance	
ASB Grant-A-Wish		License & Fees	
Board Discretionary		Parent Education	
Campus Beautification		Presidential Discretion	
Capitol Improvements		Positive School Climate	
Classroom Consumables		Scholarships	
College & Career Center		SEL Counseling	
Communication		Senior Awards	
Grants - Administrative		Tax Preparation	
Grants - Staff		Website	

Treasurer Approval \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_