St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688
Phone (949) 888-1990
FAX (949) 635-1994

Accounting & Finance Office Use:

Reviewed by_____

Refund Review_____

School Account Check Request

Please tape all original receipts on a separate, one-sided sheet of paper. Attach with itemized receipt list (page 2 of this form) and any other back-up documentation to the back of this form. Payments will not be made without the proper documentation and authorization.

Processing of checks is on Wednesdays and requests must be received in the Accounting & Finance Office by 12 p. m. on Wednesday.

NOTE: Lost checks may be subject to a $10.00 Stop Payment Fee charged by our bank.

*** Teachers/Staff:** All check requests must be approved by your supervisor (see below) prior to submitting to Accounting & Finance Office. Please itemize your receipts on page 2 of this form.

****Parents:** All classroom and fundraising check requests must be approved by your Lead Room Parent Coordinator or Fundraising Vice President(VP) or Event Chair (see below) prior to submitting. Please itemize your receipts on page 2 of this form.

All checks will be mailed to the address indicated on this form, with the exception of St. Serra Staff members. Staff checks will be delivered to your mailbox.

_____ _____

Name or Department Requesting Check — Date Requested

Make Check Payable To:

Name: _____Attention:_____

Address: _____

City/State/Zip: _____

Date Check Needed:_____Amount $_____

Account #_____Class Code_____

Reason for Payment:_____

Please Return Check to: _____

Please Mail Check to:_____

*Supervisor Approval: _____

**Lead Room Parent Coordinator or Fundraising VP/Event Chair Approval:_____

_____

Director of Business & Financial Operations - OR - Lead Principal/Administrator

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Accounting & Finance Use Only:

Account Number_____ Class Code_____ Amount $_____

Account Number_____ Class Code_____ Amount $_____

Account Number_____ Class Code_____ Amount $_____

Account Number_____ Class Code_____ Amount $_____

NOTES:

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