



## St. Philip's School/Home Association Check Request 2021-2022

**Directions:** Please fill out all information below and attach receipts/invoices to request. This is required for our records. All checks will be placed in School/Home Association mailbox in school office for pick up. Please allow 7-10 business days for processing. **Any questions, please contact SHA Treasurer: Monica Tirado at [MT@TLTirado.com](mailto:MT@TLTirado.com) or 305-915-8483.**

**\*CHECK REQUESTS MUST BE MADE WITHIN 60 DAYS OF RECEIPT OF INVOICE**

<b>Date of Request:</b>
<b>Request Submitted by:</b>
<b>Contact Person (for questions):</b>
<b>SHA Approval 1</b>
<b>SHA Approval 2</b>
<b>Check Payable to:</b>
<b>Amount Requested</b>
<b>Invoice(s) date and number:</b>
<b>Explanation/Description of Request:</b>
<b>Program Category (i.e., Gala-Auction, Sally Foster, Halloween Extravaganza, etc.)</b>
<b>Is this a budget expense?</b>
<b>Are you within budget?</b>

**\*ALL EXPENSES MUST BE SUBMITTED TO AND APPROVED BY TWO MEMBERS OF SHA EXECUTIVE BOARD BEFORE CHECK REQUEST CAN BE MADE.**

Treasurer's Use Only:

1. Check Number: \_\_\_\_\_
2. Date Paid: \_\_\_\_\_
3. Coded to: \_\_\_\_\_