



SAINT AUGUSTINE SCHOOL

WISDOM ~ INTEGRITY ~ RESPECT ~ EXCELLENCE ~ DEVOTION

GUILD CHECK REQUEST FORM

Please complete the form below and submit with your purchase receipts to the Guild Treasurer. Check requests must be submitted at least 14 days prior to the date on which payment is needed. Purchase reimbursement requests must be submitted within 30 days of completion of the event.

Date submitted: _____

Submitted by: _____

Date of event: _____

Event name: _____

Amount of check request: _____

Make check payable to: _____

Expense Detail

<i>VENDOR/RETAILER</i>	<i>ITEM(S) PURCHASED</i>	<i>AMOUNT</i>
<i>Example: Party Center</i>	<i>Paper Products</i>	<i>\$23.45</i>
TOTAL (amount of check request)		

BILLS OR RECEIPTS MUST BE SUBMITTED WITH CHECK REQUESTS.