

# St. Francis Episcopal School *Parents* Association

## 2020-2021 Check Request Form

Please complete this check request form to receive reimbursement or to obtain payment to a vendor for St. Francis Parents Association program expenses.

1. Complete the Check Request Form and obtain an approval signature from the program/project chairperson.
2. Attach detailed **original** receipts or invoices. **(MUST BE ATTACHED)**
3. Please leave in the Parents Association mailbox located in the school office or mail to Karen Rash, Parents Association Treasurer, 5481 Lynbrook Dr., Houston, TX 77056. For questions call Karen at 713-410-4413.

**MAKE CHECK PAYABLE TO:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Receipt or Invoice	Program Name <small>(e.g. Scrapbook, Pumpkin Carving)</small>	Description of Expense	\$ Amount
<b>TOTAL CHECK AMOUNT:</b>			

**Completed by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
 Date: \_\_\_\_\_ (Program/Project Chairperson)  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*The St. Francis Parents Association is EXEMPT from the payment of sales tax.  
 Please use the tax exemption certificate as SALES TAX IS NOT REIMBURSEABLE!*

**Deadline for submitting 2020-2021 expenses: June 1, 2021**

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FOR ADMINISTRATIVE PURPOSES

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Mailed/Delivered \_\_\_\_\_

Quicken \_\_\_\_\_ Excel \_\_\_\_\_