



## CHECK REQUEST FORM

<b>Payee:</b>	_____
<b>Check Payable:</b>	_____
<b>Street Address:</b>	_____
<b>City, ST, Zip:</b>	_____
<b>Email or Phone:</b>	_____

	<b>Description of Items:</b>	<b>\$ Cost</b>
1.	_____	
2.	_____	
3.	_____	
4.	_____	
	<b>TOTAL</b>	<b>\$ _____</b>

**Name of Requestor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email or Phone:** \_\_\_\_\_

**Please Remember:** \_\_\_\_\_

1. **Sales Tax will not be reimbursed.** A copy of the tax exempt certificate can be found on the Cougar Club website on the Treasurer Forms page.
2. Submit check request and detailed receipts to the Treasurer's mailbox folder located in the school mail/copyroom or scan to [hmscc@gmail.com](mailto:hmscc@gmail.com). The mail folder is checked weekly but if you need sooner please email me at [hmscc@gmail.com](mailto:hmscc@gmail.com).