



**TEACHER CLASSROOM STARTUP
CHECK REQUEST FORM**

Payee:	_____
Check Payable:	_____
Street Address:	_____
City, ST, Zip:	_____
Email or Phone:	_____

Description of Items:	\$ Cost
1. _____	
2. _____	
3. _____	
4. _____	
TOTAL	\$ _____

Signature: _____

Date: _____

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 hcmscc@gmail.com. The mail folder is checked weekly.