

ALVIRNE HIGH SCHOOL



Check Request Form

A check request will be completed when an individual is being reimbursed for expenses. This form will serve as a record for the Treasurer identifying why a check was issued and where payment is to be sent to an individual.

Date:

To:

Make payment to:

Name

Address

Phone

Requested by:

Amount: \$

Purpose:

Receipt Attached Yes No

Comments

Signed

Date

By signing and submitting this check request form, you are declaring these expenses to be true and valid. Furthermore, you acknowledge this reimbursement to be commensurate with your out of pocket expense only without regard for payment for time, as a source of profit or other such related costs.