



Waukesha Catholic Home & School

HOME & SCHOOL CHECK REQUEST FORM

Guidelines:

1. Verify with your campus chair the amount that has been budgeted before you begin your project.
2. Submit all receipts included in the amount requested (Circle items on receipts if other personal items were purchased).
3. Fill out check request form below.
-Be sure to include for what project, campus and to whom the check is to be made out and returned to.
4. Have request form approved by your campus chair.
5. **Campus Chair to determine Budget Account # to charge.**
6. Campus chair to submit to Treasurer.

Send Check Request to:

Waukesha Catholic Home and School Association
 Via SMC: Joy Suzik @ St. Mary Campus
 Via Email: jsuzik2001@gmail.com
 Via Mail: 2031 Wildberry Court
 Waukesha, WI 53186
 262-751-3508

Date: _____

Project/Purpose: _____

Budget Account #(s): _____

(If there are multiple Budget Accounts, please indicate the portion to be allocated to each account #.)

Campus: St. Joseph's St. Mary's St. Williams H&S

Amount: _____

Payable/return to: _____

c/o _____ grade _____

Campus Chair Approval:

Please submit receipts with this form within 30 days of expenditure to receive reimbursement. Copies of receipts are acceptable per IRS guidelines. Please keep originals in the event that the request & copies are not received.