

Saint John School

Parent Guild



Volunteers do not necessarily have the time; they just have the heart – Elizabeth Andrew

Check Request Form

Date: _____

Check Payee: _____

Amount: _____ Date Needed: _____

Purpose: _____

Approved at meeting: Yes () No () Approved by? _____

Other information:

Signature of person submitting request: _____

**Please attach all receipts & submit
to Parent Guild Treasurer**

For internal purposes:

Check #: _____

Amount: _____

Date: _____