

# REQUEST FOR CHECK NCCE HOME & SCHOOL

Please print clearly.

Payable To: \_\_\_\_\_

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

Event: \_\_\_\_\_

Amount: \_\_\_\_\_

Description: \_\_\_\_\_

Deliver To:

- I will pick up in the school office.
- Please apply toward tuition for \_\_\_\_\_
- Send home with my child.

\_\_\_\_\_  
(Indicate child's name and teacher)

- Please mail.

\_\_\_\_\_  
(Address: Street, City, State, Zip)

## For Treasurer Use:

Charge to Budget Item: \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Amount: \_\_\_\_\_

### Instructions:

1. Form must be completed in full to be processed in timely manner or will be returned. PLEASE print clearly.
2. Attach ORIGINAL receipts or other payment documentation for audit purposes.
3. Attach a tally of all receipts on a separate page, or on the backside of this form (not needed if just one receipt).
4. Return this form and documentation to the NCCE Main Office in an envelope marked "Attention – Home and School Treasurer."