



ST. THERESE SCHOOL

— Bringing people closer to God and to each other —

135 Main Street, Succasunna, New Jersey 07876 • Tel: 973-584-0812 • Fax: 973-584-2029

H.S.A. CHECK REQUEST FORM

DIRECTIONS:

- Please submit to school office with original receipts and invoices to the attention of "H.S.A. Treasurer"
- All check requests will be processed at the end of the month
- Contact hsatreasurer@stthereserobury.org should you have any questions

Date Form Submitted: _____

Request by: _____

E-mail / Phone Number: _____

Date Check Needed: _____

Description of Expenses:	\$ Amount:
Total Amount Requested:	

Expense Category?
(ie. fundraiser, miscellaneous, etc.) _____

PLEASE CHOOSE ONE OPTION:

- Please mail check to address below OR Will pick up at school office
 Send in backpack

Pay to the order of:	_____
Address:	_____

For Office Use Only:

Approved by:	_____
Date Approved:	_____

Check Number:	_____
Date Check Issued	_____