

## HP Arts 2017-2018 Check Request

<b>Requested by:</b>	<b>Date Payment needed by:</b>
(HP Arts Position)	<b>CHECK #:</b>
<b>Payee/Vendor:</b>	(If check request submitted for TERF)
	<b>Teacher:</b>
<b>Address:</b>	<b>School:</b>
	<b>Board Approval Date:</b>
<b>City/State/Zip:</b>	<b>Program # (if applicable)</b>

Business Purpose of Expense; Program or Equipment (Invoices/Receipts attached)	Amount	
* Sales Tax will not be reimbursed.	TOTAL	

<p><b>Distribution of Check:</b></p> <p><input type="checkbox"/> Treasurer to Mail Check to Vendor</p> <p><input type="checkbox"/> School Rep to Pick Up and Hand Deliver to Vendor</p>	<p><b>Deliver Check Request to:</b></p> <p style="text-align: center;">Jennifer Murray 4209 Amherst Avenue Dallas, Texas 75225 <a href="mailto:jmurray0406@gmail.com">jmurray0406@gmail.com</a></p>
<b>Signature:</b>	<b>Date:</b>

\*Note: For checks to a Program's vendor, please submit 10 days before the payment is due and no later than May 31.