

Union Middle School Home and School Club Check Request/Reimbursement Form

Instructions:

1. Receipts (dated between August 1 - July 31) should be attached to the check request form and emailed to treasurer@unionhsc.org. For online purchases (such as Amazon), invoice or shipping confirmation is required.
2. If you require payment to a vendor, please attach an original invoice. If the vendor provides a service and the invoice amount is greater than \$600, a W-9 must also be submitted before payment is made.
3. Check requests will be processed within 14 days of receipt of request. If your request is urgent, please submit the completed form and contact the UMSHSC Treasurer at treasurer@unionhsc.org.
4. Form must be approved via email by Booster/Committee treasurer or lead prior to being submitted to HSC.

Check Requested by/Signature: _____		Date of Request: _____	
Requestor Email/Phone: _____		Date Check Needed _____	
Choose One:	Name and Address of Payee:		
_____ Personal Reimbursement	_____		
_____ Direct Payment to Vendor	_____		
Choose One:	_____		
_____ Mail Check to Vendor	Description of Item to be Reimbursed:		
_____ Mail Check to Requestor	_____		
Committee Treasurer/Lead Approval: _____		Date Approved: _____	
UMSHSC Treasurer Approval: _____		Date Approved: _____	

Expense to Be Reimbursed	Amount	Expense to Be Reimbursed	Amount
8th Grade Grad Dance		Music Boosters	
Ancient Artifacts		Percussion	
Art Department		Principal	
Art Vistas		Scholastic Book Fair	
Blast		School Garden	
Book Fair		Scholarships	
Bridge the Gap		Science Department	
Cheer Boosters		Special Projects	
Cooking		Sports Boosters	
Drama		Staff Appreciation/Conferences	
Emergency Classroom Supplies		Teacher Supplies:	
Facilities		Name: _____	
Field Day		Technology	
Grants		Thrive	
Hospitality		UMS Games	
HSC Expenses		UMS Reads	
Intro to Leadership		U-Tum	
Membership		WEB	
mPower		WOW	