



## South Elementary Home and School Check Request Form

David King, Treasurer 610-220-3337 [treasurersouth@gmail.com](mailto:treasurersouth@gmail.com)

### Guidelines for Reimbursements:

- Please submit all receipts. Checks will not be written without a receipt.
- Please use the PA Tax Exemption Certificate form located in the treasurers' mailbox in the main office of the school or email me and I can send you a copy to printout. Please use this form when purchasing items that have sales tax applied.
- If you are requesting reimbursement for more than one project, please use separate reimbursement forms for each event/project.
- Please submit all requests within 15 days of receipt.

Fill out the information below and put this in an envelope with David King- H & S on the outside of the envelope and place it in the Home and School Treasurer mailbox located in the main office. Please notify me when the envelope is in the mailbox.

Please indicate how/where you would like to receive your reimbursement.

Home & School Mailbox (Email or text will be sent when check is ready)  
 Mail                       Email                       Text

**Date Of Submission:**

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**Event/Projects:**

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**Dollar Amount:**

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**Description of Reimbursement:**

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**Name:**

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**Address**

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**Email:**

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**Cell Number:**

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