

Check Request Procedures:

The St. John the Evangelist Check Request Form is to be used for all Home and School purchases, including check requests for prepayment to vendors for HSA approved events, programs, reimbursements for room parties and other misc. events, programs and expenses. Completion of this form helps the Treasurer/School Office/Parish Office monitor all expenses for HSA activities and current balances for budgets. As always, we appreciate your cooperation with this procedure.

1. Complete the St. John the Evangelist Home & School Association Check Request Form.
 - a. Can be found on HSA website
 - b. School office
 - c. Contact sjetreasurer@gmail.com for form
2. Submit completed form along with receipts and/or invoices to Christine Milton via email at SJETreasurer@gmail.com or school office to the following attention: Christine Milton
3. HSA Treasurer collects and processes request with first approval and submits to Sue Cooper, School Secretary.
4. Sue Cooper then submits to Parish Office Accounting Specialist for final approval.
5. Parish office cuts checks every two weeks, and HSA check requests will be processed within that cycle.
6. Once the check is cut, it will be processed and sent to requester as indicated on reimbursement form.