

2016-2017 HOP CHECK REQUEST

Committee:

Name: _____

Phone: _____

of Checks Requested: _____

Description of Expense

Cost

_____	_____
_____	_____
_____	_____
Total	_____

Check Details

Check Payable to: _____

Check Delivered to: _____

Reminders:

- Allow for two weeks to process check.
- Attach all contracts with the amount to be paid circled or highlighted.
- If you have any questions, please contact HOP Treasurer, Patty Vadgama, at 978-443-2493.
- Please submit this completed form and corresponding contracts/invoices to Patty via Haynes Treasurer mailbox at school or send to her at 30 Munnings Drive, Sudbury, MA 01776.

Thank you for your time and commitment to the Haynes School.