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**St. Patrick School  
Mother's Club  
2019-2020**

**Check Request Form Instructions**

1. Fill out the Check Request Form and staple original receipts and/or invoices to it.
2. Return the completed form and receipts/invoices to the main office and keep a copy for yourself as well 😊
3. Once the check request is approved by the Mother's Club Treasurer, it will be collected from the St. Patrick Church business manager. Reimbursement will be issued by the St. Patrick Church Business Office.

*If you have any questions or urgent requests, please contact the Mother's Club Treasurer, Iwonka Eagle, at [iteagle78@gmail.com](mailto:iteagle78@gmail.com)*