



Please complete all fields below, and then click the button to print the completed form. Attach ORIGINAL receipts to the back of form before submission. Thank you!

Request for Funds

For Treasurer's Use:	
Check No:	_____
Date Paid:	_____
Fund:	_____
Amount:	_____
Initials:	_____

Name _____ Phone _____ Date _____

Committee/Department _____ Total Amount Requested \$: _____

Email: _____ Authorization: _____

Faculty: Please verify your department Wish List funding balance and obtain authorization signature from Jane Babb before submission. Volunteers: Please obtain approval from the Committee Chair before submitting this form.

PLEASE STAPLE ORIGINAL RECEIPTS TO BACK OF THIS FORM

REQUEST: Please describe the item or event and indicate how it will be used.

Please check the budget account from which these funds are to be taken:

Program Services

- 6th Grade Academic Event
- 7th Grade Academic Event
- 8th Grade Academic Event
- Open House Dinner
- Dads Club
- Graduation
- Honor Roll Breakfast
- Staff Appreciation
- Chess Club
- Project Cornerstone

Describe: _____

Program Services

- Music Boosters

Describe: _____

- Fisher Musical Theatre

Describe: _____

Faculty

- Teacher & Staff Supplies

- Wish List

Approval #: _____

HSC Operating

- Back to School Materials
- Parent Orientation (5th)
- Hospitality (HSC Coffees)
- HSC Supplies

Fundraisers

- Magazine Drive
- Membership Drive / Buzz Books
- Cash Drive

- Other Fundraiser

Describe: _____

- OTHER (not shown above)**

Describe: _____

Make Check Payable to: _____

- Office Pickup
- Faculty Mailbox
- Mail to:

**For REIMBURSEMENT send to:
Fisher HSC Treasurer
19195 Fisher Ave., Los Gatos 95032, or
leave it in the Treasurer box in the office.**

Please include a stamped self-addressed envelope if check is to be mailed.