



Student Activity Account Check Reimbursement Request

School: _____

Club: _____

Check #	Check Date:	Payee	Club/Class	Amount
TOTAL:				\$ -

Attach the following original documents to the reimbursement request for each check:

- Completed check request form with:
 - Original bill/invoice (not statement); or
 - Original detailed receipt/event document explaining details and Quickbooks printout

Return completed form (with original backup) to: SAA Bookkeeper