



NEW ONLINE FORM
Please complete all fields below, and then
click the button to print the completed form.
Attach ORIGINAL receipts for submission.

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 ACTT Grant Approval balance and obtain your ACTT Grant Number before submission.
Volunteers: Please obtain approval from the Committee Chair or HSC President 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.

[Empty box for request description]

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

Student Support & Activities

HSC Operating

- Freshman Skills Day
Freshman Orientation Lunch
Freshman Planner
Link Crew
Senior Breakfast
International Student Lunch
College Guidance Workshop
School Picnic
Summer School Picnic
Holiday Parade Float
Reality Check
Shifting Perceptions
Student to Student
Staff Appreciation
Project Cornerstone
Describe:

- Back to School Materials
Printing/Copying
Hospitality (HSC Meetings, etc.)
HSC Supplies
Postage/Mailing
Student Directory

Faculty

Contributions

- A.C.T.T. Grant
Approval #:

- CASA
CASSY
Parenting Continuum
OTHER (not shown above)
Describe:

Once all fields are complete, simply click the PRINT button above to print the
completed form. Please remember to attach ORIGINAL receipts to the back of
form before submission. Please notify the treasurer by email for any urgent check
requests.

Make Check Payable to:

Faculty Mailbox Mail to: [Empty box]

For REIMBURSEMENT submit to:
LGHS Home & School Club Treasurer
20 High School Court, Los Gatos 95030
or HSC Mailbox in the Staff Lounge.

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