

Saint Simon Parish Life Group
1860 Grant Road, Los Altos, Ca, 94024 650-967-8311

Request for Check

Check PLG EVENT or ACTIVITY:

Date of Request _____

- | | | |
|---------------------------------------------|----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Appreciation | <input type="checkbox"/> Festival of Lights Parade | <input type="checkbox"/> Parish BBQ |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Golf Tournament | <input type="checkbox"/> Pancake Breakfast |
| <input type="checkbox"/> Advent Wreath | <input type="checkbox"/> Kitchen Supplies | <input type="checkbox"/> Pet Parade |
| <input type="checkbox"/> Christmas Caroling | <input type="checkbox"/> Ladies Dinner | <input type="checkbox"/> Rummage Sale |
| <input type="checkbox"/> Crab Feed | <input type="checkbox"/> Men's Club | <input type="checkbox"/> St. Patrick's Day Dinner |
| <input type="checkbox"/> Easter Vigil | <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Welcome/Sunday Fellowship |
| <input type="checkbox"/> Fat Tuesday | <input type="checkbox"/> Monster Mash | <input type="checkbox"/> Young at Heart Senior Luncheon |

Other _____

Note: If you are requesting a check for a new Vendor to the Diocese of San Jose please have a signed W9 emailed to jmibach@stsimon.org. All Safe Environment requirements must be met by the Vendor. For any questions please contact Joan Mibach, 950-967-8311 ext 16 for more information.

Person Requesting _____ Phone _____

Make Check Payable To: _____

Will Pick up Check Please Mail Check

Address for Mailing; _____

Check Amount: _____

NOTE: Original expense receipts or approved Vendor invoice for payment must be attached.

Description:

Other Instructions:

Requestor's Signature

Event Chair Signature

Note: Please deliver this check request to the Parish Business Office for payment. Check Requests for Vendors to be paid on the day of the event must be received at least 10 days in advance of the event.