



哈维中文学校支票申请表

Howard County Chinese School Check Request Form

HCCS, PO Box 1547, Ellicott City, MD 21041 <https://www.hccs-md.org>

☐ Hold check for pick-up

☐ Mail check

Today's Date: _____ Is this a rush request? ☐ Yes ☐ No

MAKE CHECK PAYABLE TO:

Name: _____

Company: _____

Address: _____

Street Address Line 1

Street Address Line 2

City

State

Zip

Form W-9 Required for

New Vendor: _____

Reason for this Check Request: *[Attach supporting documents and/or original (only) receipts or invoices to the back of this form.]*

FINANCIAL INFORMATION

Amount of Check: \$ _____

Requested by: _____ Date: _____
Please print your name

Signature: _____

APPROVAL

Principal
Approval: _____ Date: _____
Please print your name

Signature: _____

BOD Approval (for
Principal's Check Request
only): _____ Date: _____
Please print your name

Signature: _____