



哈维中文学校支票申请表

Howard County Chinese School

Check Request Form

5513 Twin Knolls Rd Suite 216, Columbia MD 21045

<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: _____