

**Saint Simon Parish Life Group**  
**1860 Grant Road, Los Altos, Ca, 94024 650-880-1401**

## Request for Check

**Check PLG EVENT or ACTIVITY:**

Date of Request \_\_\_\_\_

Appreciation

Festival of Lights Parade

Parish BBQ

Auction

Golf Tournament

Pancake Breakfast

Advent Wreath

Kitchen Supplies

Pet Parade

Christmas Caroling

Ladies Dinner

Rummage Sale

Crab Feed

Men's Club

St. Patrick's Day Dinner

Easter Vigil

Miscellaneous

Welcome/Sunday Fellowship

Fat Tuesday

Monster Mash

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](mailto:jmibach@stsimon.org). All Safe Environment requirements must be met by the Vendor. For any questions please contact Joan Mibach, 650-880-1416 for more information.*

Person Requesting \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Address for Mailing; \_\_\_\_\_

Check Amount: \_\_\_\_\_

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

Description (please check event or activity above, and add a brief description of what this expense is for)

Other Instructions:

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Event Chair Signature

\_\_\_\_\_  
Date

**Note: Requestor should email this check request and receipts to the Event Chair for approval. Event Chair should email approved check request and scanned copies of receipts to Bill.com at [st.simonchurch@bill.com](mailto:st.simonchurch@bill.com), or return 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.**