

St. Charles East High School
PRE-PAID VISA CARDREQUEST FORM
FOR POST PROM EXPENSES
(Please Print)

Date:

Name:

Phone:

Amount: _____

Reason for Advance:

Approved By Committee Chair:

Please Note:

- 1) Original Receipts must be submitted for all expenses incurred on Pre-Paid Visa Cards
- 2) There is a charge to refund any unused balance on a Pre-Paid Visa Card. Plan accordingly and do not request more than you expect to spend

For Treasurer's Records: Date _____

Card # _____ Security Code _____ Amount: _____

Please return this portion with original receipts when card balance is zero.

Name: _____

Card # _____ Amount: _____

Committee: (circle one)

- Decorations
- Entertainment
- Food
- Games
- Prizes
- Souvenirs

Explanation of Expense:

Original Receipts Attached (list amounts):