



Helena Flats School  
Claim Form

*Claim forms must be submitted for approval **BEFORE** item is purchased. Once approved, sign, attach receipt and turn in to the District Clerk.*

Date:

Details:

Claimant's printed name:

Claimant's signature: \_\_\_\_\_

Principal's approval: \_\_\_\_\_

Claim #: \_\_\_\_\_

Line Item #: \_\_\_\_\_

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