

PFA Check Request Form

- *Original Receipts Only – No Copies!!!*
- Please copy receipts for your personal records.
- Please leave this form along with any invoices/receipts in the Treasurer's box.
- Checks will be prepared as soon as possible. Please contact Charlene Lee at (818) 621-5352 for checks requiring immediate processing. Please turn in requests within a month of purchase.
- Look for Reimbursement checks in the BLUE CHECK POUCH in the Treasurer's box.

Today's Date: _____

Name: _____

Phone Number: _____

E-mail: _____

Amount requested: _____

Make check payable to: _____

Event or Budget Line expense: _____

Reason for expense: _____

****Approval is required by a Co-President and the Treasurer****

PFA Co-President

PFA Treasurer

Principal – District Related Expenses Only
