

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 Stacey Brewster at (818) 674-0428 for checks requiring immediate processing.
- 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

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