

# 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 Megan Morbitzer at (650) 465-0293 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

---