



The PFC is a 100% volunteer staffed non-profit organization

Check Request Form

Instructions:

- Complete all fields and attach all receipts or invoices to this form
- Place completed form in the PFC Treasurer box in the copy room
- Allow 6 to 8 business days for reimbursement
- Deposit checks promptly
- Keep a copy of receipts and forms for your records
- Contact PFC Treasurer, Anu Yajnik, at treasurer@dublinpfc.org with any questions

Date: _____ Requester Name: _____

Make Check "Payable to": _____

Description of items: _____

PFC budget item/event: _____

Any receipts submitted "over budget" will not be paid unless approved prior to expenditure by the PFC Board.

Amount: _____

Signature X _____

Requester Email: _____

Approval of Chairperson (if Applicable) _____

Delivery Instructions:

One of the following:

- Deliver to staff mailbox
- Place check in PFC box labeled "Check Request Return"
- Place check in a PFC Box in the copy room (specify which one): _____
- Mail (please provide address): _____