



Check Request Form

Instructions:

- Complete all fields and attach all receipts/invoices to the form (You may find the form in the PFC Treasurer box in the copy room)
- Return the form with receipts/invoices **OR** send scanned form with receipts/invoices to PFC Treasurer at treasurer@dublinpfc.org.
- Allow 6 to 8 business days for reimbursement
- Deposit checks promptly (Stale checks will not be reissued past the current year)
- Keep a copy of receipts and forms for your records
- Contact PFC Treasurer, Cindy Chow, with any questions
- Any bank fees related to lost checks/stop payment will be deducted from the reissued check amount

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"
 - Mail (please provide address): _____