

PINON ELEMENTARY

Direct Check Request Form

Date Submitted: _____

Name: _____

Email: _____

Phone: _____

Committee/Grade: _____

Procedures:

*Please fill out request form and email payments manager for urgent requests.
 *Invoice from vendor must be attached for payment to be processed.

Date Check Needs to Be Ready By	
Amount of Check	
Payee	
Payee Address	
Description (Vendor + Item Description + Purpose of Expense)	

Questions or Comments?

E-mail our Payments Treasurer Trish Wald-Hopkins @ pwaldhopkins@gmail.com

Or our Accountant Treasurer Britton Donharl @ 1sewsweet@gmail.com

Treasury Use Only:

Date of Check: _____	Approved by: _____
Check #: _____	Date: _____
Amount of Check: _____	Budget: _____
NOTES:	Item: _____
	Date Entered: _____