



RMPFA Check Request

Please attach all receipts, invoices or other documents. Committee Chair signature or e-mail approval required for all requests. PFA President(s) approval must accompany check request form for all expenses or contracts over \$1,000 per bylaws.

Amount Requested		Date Submitted	
Committee/Event			
Requested By	Name	Phone	Email
Description / Special Instructions			
Payee Name Who to make the check payable to.			
Payee address			
Payment Delivery Preference		<input type="checkbox"/> President Approval if over \$1,000 (Attach e-mail or signature.)	
<input type="checkbox"/> Committee Box in Hallway <input type="checkbox"/> Mail to Vendor			
Date Received	Date Printed	Amount Approved	

Check request form and hard copies must be submitted by Committee Chair to the treasurer along with all back up. Please put in the treasurer's box.

Please allow 10 school days to process requests, longer if there are any questions or issues with the request.

All checks will be put in Committee box in hallway for pick up unless otherwise specified as well as incomplete check request forms needing resubmission.

To expedite your request you may e-mail Treasurer@rmpfa.org to let me know you've submitted the completed check request with approvals in the box.