

Thompson PFA Check Request Form

◆ This expense voucher must be submitted to the Treasurer **within 10 days of the expense**. Be sure to attach receipts, invoice and/or order form – checks cannot be issued without proper supporting documentation.

Date: _____

Requested by: _____

Amount: _____

Payable to: _____

Committee/Budget Category: _____

Reason for Check: _____

Please specify form of delivery:

Mail to my home:

Address: _____

City, State, Zip _____

I will pick up my check on

Date: _____

Place: _____

For Treasurer Use Only:

Check #: _____

Entered in Q:

Date Issued: _____

Authorized by President: _____