

Avon Grove High School Parent Action Committee

Staple  
Receipts  
Here

Check Request

- Please fill out this form for payments or reimbursements.
- Give the completed form to the PAC Treasurer for processing.
- Be sure to include all related receipts/documentation.
- Requests will not be processed if documentation is missing.
- Areas shaded in gray are REQUIRED.

Check requested by: \_\_\_\_\_

Check amount: \$ \_\_\_\_\_ Date of this request: \_\_\_\_\_

Please provide your phone number in case of questions: \_\_\_\_\_

Check should be payable to (payee): \_\_\_\_\_

If applicable, please indicate the date the check is needed by: \_\_\_\_\_

Account/Committee to be charged: \_\_\_\_\_

Briefly explain the reason for the payment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person requesting the check

\_\_\_\_\_  
Signature of Committee Chair or Officer  
(not the person requesting the check)

Please choose one of the following options for distributing the check:

Send to the payee at this address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return the check to the person who requested it.

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For Treasurer Use Only

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Budgeted item  Approved in \_\_\_\_\_ minutes

(Please e-mail the PAC treasurer for faster processing.)