

Reeds Ferry PFA  
**Check Request**

Use when a check from the PFA must be sent to a vendor to pay a bill

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Date Submitted \_\_\_\_\_

Event/ Project/ Category \_\_\_\_\_

☐ *Included in annual budget* or ☐ *Approved at meeting (date \_\_\_\_\_)*

**Date Needed** \_\_\_\_\_

**Check Payable to** \_\_\_\_\_

**Amount \$** \_\_\_\_\_

**Full Address of Payee**

For Treasurer's Use Only: Date Mailed \_\_\_\_\_

**Bill(s) totaling the amount to be paid to the vendor / payee must be attached. Bill(s) will be  
mailed by the Treasurer**

Approved by (PFA Officer) \_\_\_\_\_ Date \_\_\_\_\_

Approved by (PFA Officer) \_\_\_\_\_ Date \_\_\_\_\_

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**For Treasurer's Use Only**

Category \_\_\_\_\_ Check # \_\_\_\_\_ Dated \_\_\_\_\_ Logged \_\_\_\_\_