

## **CHECK REQUEST (2023 - 2024)**

Instructions: If you are not the chairperson of the budget line that you are requesting to draw funds from, *you must first obtain email approval from the chairperson* in order for this request to be processed. Please forward the chairperson's approval email to the PFA Treasurers:

Tina Ho: [hotinakim@gmail.com](mailto:hotinakim@gmail.com) & Kyle Daters: [kylerdaters@gmail.com](mailto:kylerdaters@gmail.com).

Please place this completed form and receipts/invoice in the PFA box in the office, or email digital copies of everything to Tina & Kyle. Please allow one week for processing.

Email "Just Ask" requests to [beckpfa@gmail.com](mailto:beckpfa@gmail.com) for approval prior to submitting this form.

Did you know? As a non-profit organization, the PFA is exempt from NV sales/use tax. Copies of our tax exempt form are in the PFA Box in the blue folder; please provide a copy to the business or vendor you are purchasing from.

Requestor Name: \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Text OK? ☐

Committee/Budget Line\*: \_\_\_\_\_

\*Scarecrow, Art Supplies, Just Ask, Software, Library, PE, Garden, PFA Operations, etc

Amount Requested: \$ \_\_\_\_\_

Pay to the order of: \_\_\_\_\_

Issued checks will be placed in the PFA box blue folder for pickup unless otherwise requested to be mailed. Please be aware that mailed checks may be generated directly from Plumas Bank.

Mail To Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_