

PFA CHECK REQUEST (2025 - 2026)

Instructions:

Please complete ALL fields below. Email completed form, receipts/invoices, and an “OK to pay” email from the chairperson* to the PFA Treasurers (photos of these documents are OK as long as they are legible):

Karissa Hart: karissahart14@gmail.com.

*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 allow 1-2 weeks for processing, checks are usually mailed directly from Plumas Bank.

Requestor Name: _____ Date _____

Email: _____

Phone Number: _____ Text OK?

Committee/Budget Line*: _____

*Scarecrow, Art Supplies, Library, PE, Garden, PFA Operations, Fund the Arts, etc.

Amount Requested: \$ _____

Pay to the order of: _____

Mail To Name: _____

Street Address: _____

City, State, Zip: _____

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.