



Valhalla Elementary School 530 Kiki Drive Pleasant Hill, CA 94523

Valhalla Parent Faculty Association is a non-profit organization serving the needs of Valhalla Elementary School.

Our Federal Tax ID Number is 23-706-1836

VPFA Check Request Form

Complete form → Attach original receipts to form → Place in the Treasurer's Box*

Date of request: _____ (**see note below)

Purpose of expense: _____

Person requesting the check: _____

Approved by Chairperson of event: _____

Amount: _____ Payable to: _____

Address: _____

Phone: _____ E-mail: _____

How would you like to receive your reimbursement check?

☐ Place check in office mailbox

☐ Mail check to address above

☐ Bring check to event

☐ Other - describe below

Other delivery method: _____

* Treasurer's Box is located in the Main Office immediately to your left.

Questions? E-mail vpfatreasurer@gmail.com

Event reimbursement requests must be received within 4 weeks of the event date.

Misc. reimbursement requests must be received within 4 weeks of the purchase date.

Reimbursement requests received by the 10th of every month will have checks out by the end of the month.

Requests must be received by the last day of the school year. Requests received by the last school day of the year will receive reimbursement checks by the end of June. VPFA books close July 1st.