

VPFA Valhalla Parent Faculty Association

VPFA Check Request Form

Date: _____

Instructions: Complete this form → Attach *original* receipts → Place form and receipts in the Treasurer's Box in the Main Office

Purpose of expense:

Classroom supply, equipment, party, prizes, decorations, etc.

Event Name: _____

Other: _____

Person completing this form: _____

Amount: _____ Payable to: _____

Phone: _____ Email: _____

How would you like to receive the check?

<input type="checkbox"/> Office mailbox	<input type="checkbox"/> Mail to below address	<input type="checkbox"/> Bring to event
<input type="checkbox"/> Other		

Address: _____

Use funds from this account (if known): _____

Deadline: Form and receipts placed in the Treasurer's Box by the **10th of every month** will have checks out by the end of the month.

If I choose to hold receipts until the end of the school year, can I still submit them for reimbursement?
Yes. Requests received by the last school day of the year will receive reimbursement checks by the end of June. VPFA will still process requests over the summer but expect a longer wait time to receive reimbursement checks in the mail.

QUESTIONS? Email VPFA Treasurer at vpfatreasurer@gmail.com.