



PITTSBURG EDUCATION ASSOCIATION

est. 1949

925-432-0199

president@peateachers.org

www.peateachers.org

159 East 4th Street Pittsburg, CA 94565

CHECK REQUISITION FORM

Date: _____

Amount: \$ _____

Payable to: _____

Address: _____

Reason: _____

Requested by: _____

Check Disposition: Mail Return to: _____

Deadline: _____ Budget Code: _____

1099 Vendor: Yes / No

If "Yes", W9 on file? Yes / No

Advance: Yes / No

Include EIN: _____
or SSN: _____

Signatures:

Requestor: _____ Date: _____

Approval: _____ Date: _____