

Walnut Acres PFC  
180 Cerezo Drive  
Walnut Creek, Ca 94598

# Check Request

(Submit to Treasurer)

## PFC Disbursement Form

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Budget Category: \_\_\_\_\_

**Expenditures:** (Please Attach Original Receipts)

Receipt/Invoice Date	Description Of Item(s)	Amount
		\$

Total \_\_\_\_\_

Payable To: \_\_\_\_\_

Address: \_\_\_\_\_  
(if mailing)

**Required Signatures:** 1. \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Committee Chair must sign)

2. \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Teacher Allotments do not require a second signature unless the amount is shared by multiple teachers.