

**Springhill Parent Faculty Club (PFC)
Request for Payment or Reimbursement
(For PFC Committees and Parent's Use Only)**

Follow instructions below to ensure prompt payment. **DO NOT SUBMIT** without approval or your request will not be paid, only returned to you. You have 60 days to submit your request after your school function/event. Please allow one week for processing. Questions: Suzy Pak 299-0990.

1. Complete this form.
2. Attach supporting documents/receipts.
3. Obtain approval from Principal or Committee Chairs.
4. Place in Treasurer's Box in the Office.

Date: _____

Check Payable to: _____

Address of Payee: _____

Amount of Check: _____

Description of Expenditure/Special Instructions:

Requested by: _____

_____ or _____
PFC President PFC Committee Chair Approval

PFC Account to be charged: _____