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PRE-APPROVAL and/or CHECK REQUEST FORM

Date: _____

Pay to the order

of: _____

Address: _____

Amount: _____ dollars and _____ cents
Written out in words

Requestor's Signature _____ \$ _____

Board's pre-approval is strongly recommended prior to incursion of expenses. Original invoices and/or receipts must be attached for reimbursement.

Deliver check via:	
<input type="checkbox"/> U.S. Mail (provide complete address)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> _____	
Backpack Express: PHMS Student and Homeroom Teacher	

Purpose/Committee/Budget Item:

Itemized expenses below:

Total: _____

Officer's Use Only Pre-Approval

Amount approved \$ _____ (+/- 10%)

Date: _____

Signed: _____

Treasurer's Use Only

Check Number _____

Date Paid _____

Amount of Check _____

Account _____