

# CHECK REQUISITION FORM

Palo Alto Educators Association

Check Date	Check #
<i>for office use only</i>	

Complete all information requested below. Submit to Jessica Hexsel via pony to Gunn High school or scan the receipt and save as a PDF file and email them to Jessica with this form (also scanned or via fillable pdf) to paeatreasurer@gmail.com. Check requisitions are processed monthly and must be received by the second Friday of the month. Checks are returned by the end of the month. If expedited service is needed, please send email to paeatreasurer@gmail.com.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor email: \_\_\_\_\_ or Phone/Mobile: \_\_\_\_\_  
(for questions)

Payable to: Requestor or: \_\_\_\_\_

Send check to: Requestor Payee or: \_\_\_\_\_

Disposition: Mail to address below Hand deliver Pony to site: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Check memo: \_\_\_\_\_  
(if any needed)

Item*	Description/Purpose (specify if personnel- or occupancy-related)	Amount	Account #
1	_____	\$ _____	<i>for office use only</i>
2	_____	\$ _____	
3	_____	\$ _____	
4	_____	\$ _____	
5	_____	\$ _____	

**Total Amount of Check: \$**

*\*Please attach receipts, invoices, packing slips, and other documentation and label each with the corresponding item number. You may send scanned copies or photocopies of these items, originals are not necessary. Packing slips/receipts must be signed and dated by the person who received the items.*

<p><i>For office use only. Attach stub of printed check to front. Both check signers must initial check stub (bottom portion).</i></p> <p>Date received: _____</p> <p>Date mailed/sent: _____</p>	<p><b>Reconciled to bank statement:</b></p> <p>Approved by: _____</p> <p>Date approved: _____</p> <p>Countersigned by: _____</p> <p>Initial: _____</p> <p>Date: _____</p>
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