



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

Washington Latin PFA Check Request Form

Requested by/Phone: _____

Date: _____

Specify Faculty Project, Student Service, or Social Event: _____

Please list each item to be reimbursed and attach all receipts of purchase in the email. Submit this completed form and receipt copies to Sonia Trask (PFA Treasurer) at PAreasurer@latinpcs.org. Notify her of your submission by calling or texting (301) 526-8544.

| DATE | VENDOR | DESCRIPTION OF PURCHASE | AMOUNT |
|-------|--------|-------------------------|--------|
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| | | | |
| TOTAL | | | |

Check should be made payable to: _____

Mailing Address: _____

Approved by/Date: _____
PFA Treasurer

Budget for draw: PFA FY18 Budget Budget Item: _____

Approved by/Date: _____
Washington Latin Administration