

**PARENT VOLUNTEER COMMITTEE  
OUR LADY OF GOOD COUNSEL  
CHECK REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_

DATE CHECK NEEDED: \_\_\_\_\_

1. PVC COMMITTEE TO BE CHARGED: \_\_\_\_\_

FOR: \_\_\_\_\_

2. TEACHER REIMBURSEMENT: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

INVOICE # \_\_\_\_\_ (INVOICE MUST BE ATTACHED)

REIMBURSEMENT: YES (RECEIPTS MUST BE ATTACHED)

WHEN CHECK IS READY:

\_\_\_\_\_ HOLD AT OFFICE, I WILL PICK UP

\_\_\_\_\_ SEND HOME WITH MY CHILD \_\_\_\_\_ ROOM # \_\_\_\_\_

\_\_\_\_\_ MAIL CHECK TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ MAIL TO ADDRESS ON ATTACHED INVOICE

REQUESTED BY: \_\_\_\_\_

PROCEDURE:

PLEASE FILL OUT THIS FORM COMPLETELY AND GIVE TO THE OFFICE TO PUT IN THE TREASURER'S FOLDER. CHECKS WILL BE WRITTEN ON MONDAY AFTERNOONS FOR EVERYTHING RECEIVED PRIOR TO NOON THAT DAY. CHECKS WILL BE READY ON TUESDAY AFTERNOON OR MAILED ON TUESDAY.

PLEASE REMEMBER TO LEAVE ENOUGH TIME TO HAVE THE CHECKS PROCESSED!!