

CURTIS CPO TREASURY Request for Check(s) (Please Print)

For payments to vendors, please submit a pdf of this form, the vendor's W-9 and their invoice. The vendor will be paid directly by the CPO. For reimbursement of incidental expenses please submit a pdf of this form and receipts. All requests should be submitted electronically by email in pdf format to:

Danielle C. Pierre, CPO Treasurer, 2018-2020

treasurer@curtiscpo.org

_____ am requesting payment of \$_____ be made

(Your Name)

to: _____ by _____ and

(Payee name)

(date check is needed by)

mailed to _____.

(street, city, state, zip code)

This payment is for:

Charge to the CPO account entitled:

Approved by:

(Committee Chair/Board/Principal Approval)

Signature:

Date:

TREASURER'S USE ONLY Paid: Date _____ Check # _____