

Copeland Family Association (CFA) Check Request Form

Date: _____

Your name: _____

Name of Committee: _____

Check Payable to: _____

Check Total: _____

Description of Expense	Receipt Attached	Amount
Total		

For CFA Treasurer use only:

Check #: _____ Amount Paid: \$_____ Date Paid: _____

For Committee Chairs:

Request a Check: To request a check, obtain a Check Request Form (located in the CFA file cabinet in the school office). A copy is attached. Completely fill out the Check Request Form and attach the receipt. Place the completed Check Request Form in the CFA Treasurer mailbox in the school office for processing. Once processed, the CFA Treasurer will mail the check (to vendors) or place the check (for reimbursement) in the Committee Chair folder in the CFA file cabinet in the school office.

Submit a Check: To submit a check to be deposited in the CFA bank account, please attach a note explaining which committee received the check as well as the reason for the check. Place the check and note in the CFA Treasurer mailbox.

Thank you!