



**Cottonwood Creek PFC
Direct Purchase Request Form**

*Please use this form to request a direct purchase/direct payment for previously approved spending. Requests should be submitted at least **10 business days in advance**.*

Where applicable, please attach copies of invoices, contracts or other pertinent information (e.g. website address for online purchases). Use the notes section below to provide further detail and/or instructions to ensure prompt processing of this request. Specific guidelines and policies for using this form can be found at www.cottonwoodpfc.org. Drop completed form in the PFC Mailbox or scan to PDF and email treasurer@cottonwoodpfc.org.

Date: _____

Requested by: _____ Grade/Classroom: _____

Business/Vendor Name: _____

Address (if check is to be mailed): _____

Requested payment amount: \$ _____ *Circle One: Direct Purchase **OR** Direct Payment

Approved PFC spending category:

_____ Stipend _____ Grade/Dept Level Grant _____ Special Funding (SFR) _____ Event

_____ Other, please specify: _____

Notes:

Treasurer Approval: _____ Date: _____ Check #: _____ Budget Line: _____