



Kolb PFC Direct Purchase Request Form

- Please use this form to request a direct purchase/direct payment made by the PFC 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.kolbpfc.org.

Date:

Requested by:

Grade/Class:

Business/Vendor Name:

Address (if you prefer to have your check mailed):

Requested payment amount: \$

Check one:

Direct Purchase

Direct Payment

Approved PFC spending category: Please Check

Classroom Stipend

Grade Level Grant

Special Funding Request (SFR)

Event

Other

Notes:

Treasurer Approval:

Date:

Check #:

Budget Line: