



**Cottonwood Creek 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 to the PFC Mailbox in the front office 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.

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

Notes:

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