

**TVEC PIE
Check Request Form**

Please include PHOTOCOPIES of your receipts!

Today's Date:	
Name:	
Phone #:	
Date of Receipt:	
Name of Store:	
Amount Requested:	
Make Payable To:	
Brief description of purchase:	
How would you like the check delivered to you?	
Include all necessary details such as your child's name and his/her teacher's name and classroom or your address	
For PIE office use only	
Approver Name:	
Approver Signature:	
Expense Category:	
Check No. and Date Written:	
Method of Distribution:	
Date Check Delivered:	

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