

Hickory Grove Elementary School Parent Teacher Organization, Inc.
Request for Disbursement of Funds or Deposit Form

Requestor Information

Name: _____

Phone: _____

Email: _____

Date: _____

Type of Request

Deposit Cash Box Withdrawal

Detailed reason for this request: _____

For Deposit Only

Total Cash: \$ _____ Total PayPal: \$ _____

Total Checks: \$ _____ # of Checks: _____

Total Deposit amount: \$ _____

For Cash Box Only

Total Cash: \$ _____ (Fill in Denomination)

\$20 \$10 \$5 \$1 25c 10c 5c 1c

Must pick one of the following category

Income Categories

- Direct Donation
- Shopping Rewards
- Restaurant Nights
- Spirit Wear
- Business Sponsor
- Spring Fundraiser
- School Supplies
- Yearbook
- Book Fair
- Staff Appreciation
- Other

Expense Categories

- 5th Grade Field Trip
- Accelerated Reader
- HGES Gives Back
- Ann. Operating Fees
- Book Fair Expenses
- HGES Misc. Expenses
- School Library Purchase
- Social Events
- Staff Appreciation
- Teacher Fund
- Culture Fair
- Other

For Check Requests Only

Check Payable to: _____ Amount on Check: \$ _____

Requested Check Delivery method: (Pick one)

School Office Mailbox PTO Mailbox Sent Home via Student _____ (Child Name & Class)

Process and Procedure

Please fill the form completely by answering **all** applicable questions and please use separate forms for multiple requests.
 Detailed reason should describe the reason for the transaction (i.e., Purchase of Donuts for Donuts with dads' event)

For Check requests,
 Please include all original copies of receipts.
 Please identify the amount on each receipt that you are requesting (highlight).
 Please note we cannot reimburse for sales tax.

For Cashbox requests,
 Requested cash will be delivered directly to requested person
 Physical cash box are kept in the community room at school
 After the event, another request for deposit is required to return the initial requested cash

For Deposit requests,
 Please attached cash and check in a secure envelope attached to this filled form
 All funds in PayPal need to be identified on this form

Completed requests (this form filled and receipts) in the PTO treasurer mailbox.