



HGES PTO Money Request

Deposit, Cash Box, Reimbursement/Withdrawal



Requester Name _____ Date _____

Email _____ Phone # _____

Request Type ☐ Deposit ☐ Cash Box ☐ Reimbursement/Withdrawal
(check one)

Reason for Request _____

Choose Category (check one)

Income Section

- ☐ Fall Fundraiser
- ☐ Shopping Rewards
- ☐ Restaurant Night
- ☐ Spirit Wear
- ☐ Spring Fundraiser
- ☐ Business Sponsor
- ☐ School Supplies
- ☐ Yearbook

Expense Section

- ☐ 5thGrade Field Trip
- ☐ Accelerated Reader
- ☐ HGES Gives Back
- ☐ Ann Op Fees/Misc
- ☐ Book Fair/Library
- ☐ Culture Fair
- ☐ Field Day
- ☐ OLC Maintenance

- ☐ Social Events
- ☐ Staff Appreciation
- ☐ Teacher Fund
- ☐ Facility Dog
- ☐ School Purchases
- ☐ Other _____

Deposit

Please attach envelope with cash/check or receipt for direct deposit

Cash Total \$ _____

PayPal Total \$ _____

Direct Deposit \$ _____

Check Total \$ _____

How many checks? _____

Total Deposit Amount \$ _____

Cash Box Request

Date Needed _____

Coins	Amount
Nickels (\$2 roll)	\$
Dimes (\$5 roll)	\$
Quarters (\$10 roll)	\$

Bills	Amount
\$1	\$
\$5	\$
\$10	\$
\$20	\$

Total Cash Box Amount \$ _____

Reimbursement/Withdrawal

Check # _____
(For treasurer only)

*Please attach receipts or invoice, highlight the subtotals on each receipt

Check Payable to: _____ Check Amount \$ _____
(Sales tax will NOT be reimbursed)

Where to deliver (check one):

- ☐ School Office Mailbox ☐ PTO Mailbox ☐ Mailing Address (on attached invoice)
- ☐ Send Home with Student _____

(Include student name and class/teacher)

Return completed form & documents to PTO Treasurer Mailbox/Drawer in teacher workroom

Questions? hgesptotreasurer@gmail.com

SY26-27 v1