



# Holly Academy PTO Reimbursement/Deposit Form

Please allow 1 week for processing checks



<b>DEPOSIT OF FUNDS</b>	
Committee:	Date:
Received from:	Verified by:
Dollars (including money orders) \$	Date Deposited:
Coins \$	Line Item:
Checks \$	
<b>Total Deposit \$</b>	
Comments:	
<b>CHECK REQUEST</b> -Please include original copies of all receipts	
Committee:	Date:
Requestor's Name:	Verified by:
Amount \$	Amount Paid \$
Payable To:	Check #
Reason for expense:	Line Item:
Mail To:	Give Check to Requestor _____ Mail Check _____