



PTO FUNDS TRANSACTION REQUEST FORM

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Today's Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

Your Phone # / Email: (\_\_\_\_) \_\_\_\_-\_\_\_\_ / \_\_\_\_\_

Fundraiser / Activity: \_\_\_\_\_

DEPOSIT REQUEST

Currency: \$ \_\_\_\_\_

Coins: \$ \_\_\_\_\_

Checks: \$ \_\_\_\_\_

Total # of Checks: \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_ Check here if this is a Cash Box Deposit (Cash boxes must be a separate deposit from event proceeds!)

REIMBURSEMENT or DISBURSEMENT REQUEST ~ PLEASE ALLOW 5 DAYS FOR ISSUANCE

Check Request (Funds will NOT be disbursed if receipts/invoices are not attached)

Amount: \$ \_\_\_\_\_

Payable to: \_\_\_\_\_

Reason: \_\_\_\_\_

Cash Box Request (Given in \$10s, \$5s, \$1s and quarters)

Amount: \$ \_\_\_\_\_

Date Needed: \_\_\_\_\_

Special Denomination Request: \_\_\_\_\_

FOR TREASURER USE ONLY:

\_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_

\_\_\_\_\_ Check #: \_\_\_\_\_

Check Date: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_

Budget Category: I / E \_\_\_\_\_

W9 Form on File: Y / N

1099 Form Required: N / Y

Date issued: \_\_\_\_\_