

**HOLMES JUNIOR HIGH PTO
DEPOSIT/REIMBURSEMENT REQUEST FORM**

To: Mary Kedzie, PTO Treasurer
From: _____
Date: _____

Phone: 259-6824
Phone: _____

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DEPOSITS

Name of Fundraiser or Activity: _____
Currency \$ _____
Coins \$ _____
Checks \$ _____

TOTAL \$ _____

IF MAKING DEPOSIT FOR MORE THAN ONE FUNDRAISER/ACTIVITY, PLEASE
COMPLETE SEPARATE FORMS

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REIMBURSEMENTS

Check Requested Payable to: _____
In the amount of: _____
For: _____
Date needed: _____

PLEASE ATTACH RECEIPTS OR INVOICES WHEN REQUESTING FUNDS

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FOR TREASURER'S USE

Amount of Deposit: \$ _____ Date Deposited \$ _____
Amount Dispersed: \$ _____ Check # _____ Date: _____

Account: _____