(Please retain a copy of receipts for your own record. Staple receipts on the back and enclose in manila envelope)

* *Please check the office on Fridays for reimbursement checks*

HUFF SCHOOL PTA
CHECK REQUEST or DEPOSIT FORM

_____ Deposit **_____ Check Request (*check only)***

DEPOSIT SECTION

Deposit Amount: $ _____

Activities Generating this Deposit (please list cash and checks separately):

Activity/Details	Amount
_____	$ _____
_____	$ _____
Total (must agree with Deposit Amount above):	**$_____**

CHECK REQUEST SECTION

Check Amount: $ _____

Payable to: _____

Give check to: _____

Description of Request (indicate activity / budget item associated with request):

Activity/Details	Amount
_____	$_____
_____	$ _____
_____	$_____
Total (must agree with Check Amount above):	**$_____**
	Check#

Submitted By: _____ **Date:** _____

Event / Item Chair Signature: _____ **Date:** _____

Secretarys Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____

Treasurer Signoff: _____ **Date:** _____