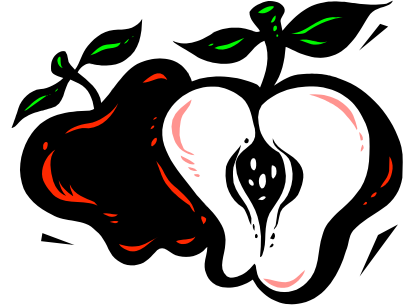


**PTO Forms included in this document to print, fill-out, and turn into the PTO Mailbox in the Avery Office are:**

- 1. Reimbursement Forms**
- 2. Cash Box Request**
- 3. Deposit Notice**



**AVERY ELEMENTARY PTO  
Reimbursement Request Voucher**

**Please complete the following, attach receipts and put in the PTO mailbox:**

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

Form Submitted by: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

| <u>Type of Expense(s)</u> | <u>Amount</u>   |
|---------------------------|-----------------|
| _____                     |                 |
| _____                     |                 |
| _____                     |                 |
| _____                     |                 |
| <b>Total</b>              | <b>\$ _____</b> |

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please have the Treasurer (choose one):

- Place the check in the PTO mailbox
- Place the check in Teacher's mailbox
- Deliver in Person
- Mail Check to this address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval**

PTO President: \_\_\_\_\_ PTO Treasurer: \_\_\_\_\_ Principal: \_\_\_\_\_

|  |
|--|
| <p><small>For Treasurer's use only</small></p> <p><b>Paid Check#</b> _____ <b>Date</b> _____</p> <p><b>Check Delivered to recipient via:</b><br/><input type="checkbox"/> PTO Mail Box <input type="checkbox"/> Teacher's Mailbox <input type="checkbox"/> In Person<br/><input type="checkbox"/> Mailed to address listed above</p> |
|--|

# AVERY ELEMENTARY PTO CASH BOX REQUEST

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Project \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

Specific location for this change request (ex: Book Fair): \_\_\_\_\_  
\_\_\_\_\_

**Change Requested:**

|        |       |   |       |
|--------|-------|---|-------|
| \$10 x | _____ | = | _____ |
| \$ 5 x | _____ | = | _____ |
| \$ 1 x | _____ | = | _____ |
| .25 x  | _____ | = | _____ |
| .10 x  | _____ | = | _____ |
| .05 x  | _____ | = | _____ |
| .01 x  | _____ | = | _____ |

Total for this box \$ \_\_\_\_\_

Approved by (PTO Officer) \_\_\_\_\_ Date \_\_\_\_\_

Verified by Event Volunteer \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer's Use Only

Account \_\_\_\_\_ Withdrawal # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_

**AVERY ELEMENTARY PTO  
Deposit Notice**

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Project \_\_\_\_\_

Date Submitted \_\_\_\_\_

Specific Description of Source (ex: Book Fair receipts): \_\_\_\_\_

*Complete the following information for your deposit:*

|                               |         |
|-------------------------------|---------|
| <b>Cash</b>                   |         |
| \$20 x _____                  | = _____ |
| \$10 x _____                  | = _____ |
| \$ 5 x _____                  | = _____ |
| \$ 1 x _____                  | = _____ |
| .25 x _____                   | = _____ |
| .10 x _____                   | = _____ |
| .05 x _____                   | = _____ |
| .01 x _____                   | = _____ |
| Total cash \$ _____           |         |
| <b>Checks</b>                 |         |
| Number of checks _____        |         |
| Total checks \$ _____         |         |
| <b>Total Deposit \$ _____</b> |         |

Accepted by (PTO Treasurer) \_\_\_\_\_ Date \_\_\_\_\_

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For Treasurer's Use Only

Account \_\_\_\_\_ Transaction ID \_\_\_\_\_ Dep. Date \_\_\_\_\_ Logged \_\_\_\_\_