

# Check Request from the Hubbard School PTO

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Has incurred an expense toward: \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

For the amount of: \_\_\_\_\_

Comments/Submit check to: \_\_\_\_\_

Please submit request along with receipts to:  
Marnie Talamona, PTO Treasurer (c/o Alana Talamona / Room S2 /Mrs Wesoly)

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# Deposit Request Hubbard School PTO

Depositor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Is depositing funds toward: \_\_\_\_\_

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

<u>Tally Amounts:</u>	<b>Cash Received (Total)</b>	<b>Checks Received (Total)</b>	<b>Grand Total</b>	<b># of Checks Submitted</b>
	\$ _____	\$ _____	= \$ _____	_____

### Cash Recap

# of \$20's		=	
# of \$10's		=	
# of \$5's		=	
# of \$1's		=	
# of Quarters		=	
# of Dimes		=	
# of Nickels		=	
# of Pennies		=	
<b>Total</b>			\$ _____

***Please submit request along with funds to be deposited to:  
Marnie Talamona, PTO Treasurer (c/o Alana Talamona / Room S-2 / Mrs. Wesoly)***

## ***Check Request/Deposit Request Procedures***

1. **All deposits and/or check requests must include one of these pink forms.**
2. When collecting checks as payment for any PTO fundraiser/event as payment, please inform everyone to make checks payable to "**Hubbard PTO**" (not "Hubbard School" or 5<sup>th</sup> grade committee only). If someone writes a check that is payable to "Hubbard School PTO" that is fine too.
3. Please forward all check requests to me, via my daughter Alana (see Check Request at bottom of form). Also, be sure to write on the form your Child's Name, Child's Teacher and Room number so that I can forward your check to you. If for any reason, you would like to pick up your check at my house or you would like for me to leave it in the office, just let me know (emailing me is the best way to contact me or by cell phone 203-947-0139).
4. All monies being submitted to me for deposit must be recounted in person by me and the person submitting the deposit. **PLEASE**.....do not send money to me via Alana), even if it's just checks. I don't want to be responsible if for any reason something were to happen. Just get in touch with me to make arrangements. Also change does not need to be rolled, however, I will not recount it before I make a deposit as Farmington Bank has a change counter that I must use. Please note they will not take Canadian coins so make sure you don't submit any as it will not be included in your deposit.
5. Plan ahead.....if you know you need money ahead of time to pay for something by a specific date, please submit those requests sooner rather than later. I will **try** to write checks as soon as I get them, but sometimes things will come up with my job and I won't be able to get to it as fast as I would like.

One thing that comes to mind is the end of year lunch (pizza) that PTO purchases for Grades K-5. We have those pizzas delivered (typically in 2 deliveries) and we give a cash tip to each driver. Tiffany - this would be an example of a time when you would want to submit a check request to me well in advance of that day so that I can write a check made payable to you and you can then go and cash the check and have the money available to tip the drivers along with the check for payment of all the pizza. Another example would be anyone in charge of an event needing start up change (i.e. Carnival). Be sure to request the money ahead of time so the person in charge can cash a check and get the adequate amount of change/denomination.

6. Receipts - A receipt **must accompany** all check requests. You can submit an original receipt to me (which typically is what I receive), however, I will assume you don't need that receipt returned to you. In the event that you buy something and charge it on your credit card/pay cash and want that original receipt, then you should photocopy that receipt and attach the photocopy to the check request for submission.
7. Copies of these pink forms will be placed in our PTO mailbox located in the office.

***Thanks for your cooperation!***