

# Limerick Elementary Home & School - Treasurer's Action Request

Version: 2019.1

This form must be completed everytime a request for payment or deposit is made to the Home & School League. Please staple receipts and invoices behind action request form. Clip checks to front of action request form. Complete form, sign, and forward to H&SL President or Vice President for required action.

**\*\*\*\*Limerick Staff: Principal approval required on all requests\*\*\*\***

**Principal Approval (if necessary):** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Phone :** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Payment Request:

Issue Check for \$ \_\_\_\_\_

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

Issue Cash for \$ \_\_\_\_\_

Address \_\_\_\_\_

(If need for cash box, please list denominations  
and **date needed** in the space below)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Reason for payment: \_\_\_\_\_

## Deposit Request:

Currency - \$ \_\_\_\_\_

Coin - \$ \_\_\_\_\_

Checks - \$ \_\_\_\_\_

**Total Deposit** \$ \_\_\_\_\_

Source of Deposit: \_\_\_\_\_

**Budget Category** (Please mention appropriate budget category)

**Requester's Signature:** \_\_\_\_\_

**Approver's Signature:** \_\_\_\_\_  
(Board Member)

(Do not write below this line.)

## Treasurer's Section:

Total ( In / Out ) \_\_\_\_\_ Bank Acct Number \_\_\_\_\_

Cash or Check # \_\_\_\_\_ Budget Line Item \_\_\_\_\_

Amount \_\_\_\_\_ Date Processed \_\_\_\_\_

**Treasurer Signature** \_\_\_\_\_