**GROVE PATTERSON ACADEMY**

**FINANCIAL TRANSACTION REQUEST FORM**

**Date**:

**To:** **From**:

I would like a reimbursement check in the amount of

$      for:

I am requesting the (purchase / deposit) of:

*You must have (2) Signatures to verify funds counted if you are requesting a deposit.*

Check the funding source  School Improvement Funds  Title I  Student Activities

Success for All  PTO  Other

**Requestor**:       **Principal Signature**:

**Additional Approver**:       **Additional Approval**:

All forms must be submitted to the Designee and the Principal **at least two (2) weeks** in advance. **All reimbursements must be pre-approved prior to purchase and submitted with original receipts.** **Receipts cannot have any personal purchases.** Failure to do so may result in the delay and/or denial of your request.

**Please check the correct box:**  **Request Approved**  **Request Denied**

**ORIGINAL – Designee**  **COPY- Principal**  **COPY – PTO**  **COPY - Originator**