

Refund Request (not expenditure reimbursement):

- 1) Refund to be approved by President
- 2) Treasurer will create check, President will co-sign.
- 3) President or Treasurer to forward to either the refundee or event chairperson who will forward it to the refundee

CPHS PTSO - Refund Request Form

Requested by: _____ **Date:** _____

Bank Register Reference #	_____
Check #:	_____
Date:	_____
Refund Amount:	_____
Payable To:	_____
Care of Student & Homeroom:	_____
Event/Fundraiser:	_____
Reason For Return:	_____

Bank Register Reference #	_____
Check #:	_____
Date:	_____
Refund Amount:	_____
Payable To:	_____
Care of Student & Homeroom:	_____
Event/Fundraiser:	_____
Reason For Return:	_____

Bank Register Reference #	_____
Check #:	_____
Date:	_____
Refund Amount:	_____
Payable To:	_____
Care of Student & Homeroom:	_____
Event/Fundraiser:	_____
Reason For Return:	_____

***Refunds are not processed immediately. Please allow 5-14 days to process your request.
Chairperson submitting this request must ensure that the refund is valid and linked to a fundraiser/event.***