

# EOB ACCOUNT REQUEST FORM

**This form is to be used by any student or PFO Group that has funds within the PFO Account.**

Instructions: To request money that is within the PFO Account, the form below must be completed in full with all appropriate signatures. **The form must be legible.** The time frame is the maximum of one month for the funds to be distributed but will try and do within a 2 week time frame. You cannot request funds for future years, only for current year (example Class Dues only for current year or past year(s), Yearbook only current year). All student requests must be approved by their parent first and then Class Advisor for funds to be distributed. Checks will be given to advisor for distribution. The PFO treasurer can be emailed with a request for your current balance in your account and will be responded to within a reasonable length of time (If the PFO is in the middle of a fundraiser it will be responded to when funds clear and percentage is calculated). An email will be sent with acknowledgement of request. Checks will be made out directly to the VENDOR only (State of Ct Treasurer for Dues, Prom and Yearbook).

If there is not enough money for your request and the form is filled in completely with the email address the requester will be notified.

Requesters/Student Name: \_\_\_\_\_

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

Class / Grade: \_\_\_\_\_

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

Requested For: \_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Parent/Guardian Signature (if student): \_\_\_\_\_

Approval Signature (Class Advisor if student): \_\_\_\_\_

Email Address: \_\_\_\_\_

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**PFO USE ONLY:**

Student Balance: \_\_\_\_\_

Sub Account Balance: \_\_\_\_\_

Check Number Issued \_\_\_\_\_ Date of Check \_\_\_\_\_