

PINELLAS COUNTY SCHOOLS
REFUND SLIP

Instructions

No refund can be made without proper authorization. Written approval must be obtained prior to issuing a refund.

1. If an original receipt is available, attach it to the Refund Slip.
2. **Reference** must always be made on the Refund Slip to the **original receipt, signature sheet or source document.**
3. If the student picks up check or cash, get his/her signature on the line provided.
4. If the check is mailed, put date of mailing on the designated line on the form.

School Name: _____

TO: **Bookkeeper**

DATE: _____

Please refund: \$ _____

To: _____

- Lost Library Book (title) _____
- Lost Textbook (title) _____
- Field Trip (place) _____
- Grad Fees (year) _____
- Prom / Homecoming _____
- Lock Fee _____
- Other (be specific) _____

Reason for Refund: _____

Date of original receipt: _____

Receipt #: _____

Signature Sheet #: _____

Authorized by:
Teacher/Sponsor: _____ Date: _____

Class/Club officer: _____ Date: _____

Principal: _____ Date: _____

Check or Cash received: _____ Date: _____
(Person's signature)

Date check mailed: _____