

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: \_\_\_\_\_