



# PTO Funds Transfer Request

Please submit this request if you need to have funds transferred by PTO directly into another St. Lawrence Parish/School Account. Please include copies of any receipts/invoices, if applicable, and send to Mia Kozak (PTO Treasurer) via email at [mkozak.STLPTO@gmail.com](mailto:mkozak.STLPTO@gmail.com) or place in the PTO Mailbox in the School Office. Scanned copies of all receipts/invoices should be attached when submitting a transfer request via email. Email attachments must be sent as a pdf. *Only complete, accurate requests will be approved.* Please email questions to [pto@stlawrenceparish.com](mailto:pto@stlawrenceparish.com). *Please note, all transferred are done by the parish office once approvals are obtained.*

Requested By: \_\_\_\_\_ Request Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Description of Expense: \_\_\_\_\_

Where Should Funds be Transferred? \_\_\_\_\_

Approved by PTO: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Principal: \_\_\_\_\_ Date: \_\_\_\_\_